



**SHIRE OF**  
**COOROW**  
*ALWAYS IN SEASON*

# **AGENDA**

FOR THE

ORDINARY COUNCIL MEETING

TO BE HELD ON

**WEDNESDAY 19 MARCH 2025**

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

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

## **NOTICE OF MEETING**

PLEASE BE ADVISED THAT THE

### **ORDINARY COUNCIL MEETING**

COMMENCING AT 5.00PM

WILL BE HELD ON

**19 MARCH 2025**

**GREEN HEAD COMMUNITY HALL**

**Mia Maxfield**

**Chief Executive Officer**

#### **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 reasons for seeking the advice or information and how it is proposed to be used.

## **Councillors Schedule for the Day**

Green Head Community Hall

### **1.00 pm**

Vehicle Leaving Coorow

### **2.30 pm**

Presentation – Tim Gilbertson

### **3.00 pm**

Q & A Session

### **3.30pm**

Audit & Risk Meeting

### **4.15pm**

Council Briefing Session

### **5.00pm**

Ordinary Meeting

## Our Guiding Values

### Community

Serving our community is the guiding principle for Council.

### Leadership

We will provide leadership for the betterment of our community.

### Loyalty

Our conduct will demonstrate our commitment to our community.

### Accountability

We will be open, honest and responsible in the way we undertake all of our functions.

## Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Coorow (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk. In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Elected Member or officer of the Shire during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire. The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

## Notes for Members of the Public

### PUBLIC QUESTION TIME

The Shire of Coorow extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

### MEETING FORMALITIES

Local government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.



Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting.

Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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### **Meeting Dates**

<b>Month</b>	<b>Venue</b>	<b>Time</b>	<b>Date</b>	<b>Type</b>
July	Coorow	5.00pm	Wednesday 17 July 2024	Ordinary
August	Leeman	5.00pm	Wednesday 21 August 2024	Ordinary
September	Warradarge	5.00pm	Wednesday 18 September 2024	Ordinary
October	Coorow	5.00pm	Wednesday 16 October 2024	Ordinary
November	Leeman	5.00pm	Wednesday 20 November 2024	Ordinary
December	Coorow	5.00pm	Wednesday 18 December 2024	Ordinary
February	Coorow	5.00pm	Wednesday 12 February 2025	Ordinary
March	Green Head	5.00pm	Wednesday 19 March 2025	Ordinary
April	Coorow	5.00pm	Wednesday 16 April 2025	Ordinary
May	Leeman	5.00pm	Wednesday 21 May 2025	Ordinary
June	Coorow	5.00pm	Wednesday 18 June 2025	Ordinary

## Notes for Elected Members

### NATURE OF COUNCIL'S ROLE IN DECISION MAKING

- ☐ **Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☐ **Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
- ☐ **Legislative** Includes adopting local laws, local planning schemes and policies.
- ☐ **Review** When Council reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice eg local planning applications, building licences, other permits/licences (eg under Health Act, Dog Act or local laws and other decisions that may be appealable to the State Administrative Tribunal (SAT)

### ALTERNATIVE MOTIONS

Councillors wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Chief Executive Officer prior to the Council meeting.

### DECLARATIONS OF INTERESTS

Elected Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences. Section 5.60A of the *Local Government Act 1995* states;

"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B states;

*"a person has a proximity interest in a matter if the matter concerns –*

*(a) a proposed change to a planning scheme affecting land that adjoins the person's land;*

*or*

*(b) a proposed change to the zoning or use of land that adjoins the person's land; or*

- (c) *a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 11 (Impartiality) states:

- (1) *In this regulation —*

*interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (2) *A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —*

(a) *in a written notice given to the CEO before the meeting; or*

(b) *at the meeting immediately before the matter is discussed.*

- (3) *Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.*

- (4) *Subregulation (2) does not apply if —*

(a) *a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or*

(b) *a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.*

- (5) *If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —*

(a) *before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and*

(b) *at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.*

- (6) *If —*

(a) *under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or*

(b) *under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,*

*the nature of the interest is to be recorded in the minutes of the meeting.*

Section 5.61 of the Local Government Act 1995 states;

*"A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter."*

Section 5.62 of the Local Government Act 1995 states;

- (1) *"For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —*

- (a) the person is in partnership with the relevant person; or*
- (b) the person is an employer of the relevant person; or*
- (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or*
  - (ca) the person belongs to a class of persons that is prescribed; or*
- (d) the person is a body corporate —*
  - (i) of which the relevant person is a director, secretary or executive officer; or*
  - (ii) in which the relevant person holds shares having a total value exceeding —*
    - I. the prescribed amount; or*
    - II. the prescribed percentage of the total value of the issued share capital of the company,*

*whichever is less;*

*or*

- (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or*
  - (ea) the relevant person is a council member and the person —*
    - (i) gave an electoral gift to the relevant person in relation to the election at which the relevant person was last elected; or*
    - (ii) has given an electoral gift to the relevant person since the relevant person was last elected;*
- or*
- (eb) the relevant person is a council member and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last elected; or*
- (ec) the relevant person is a CEO and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last employed (or appointed to act) in the position of CEO; or*
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.*

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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS****1.1 SALUTATIONS AND OPENING OF MEETING**

The President, President G Sims, welcomed those present and opened the Meeting at [Type time](#).

**1.2 ACKNOWLEDGEMENT OF COUNTRY**

*The Shire of Coorow acknowledges the traditional owners of this land – the Yued people, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to elders both past, present and emerging.*

**1.3 VISITORS****2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE****2.1 ATTENDANCE**

President G Sims

Deputy President B A Jack

Councillor J P Comley

Councillor G Dring

Councillor V J Muller

Councillor G Harris

Councillor G Stangle

Mrs M Maxfield

Chief Executive Officer

Mr K Bean

Manager of Works & Services

**2.2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATION**

In accordance with regulation 14C (2) of the *Local Government (Administration) Regulations 1996* the Shire President or Council can approve the attendance of a person, not physically present at a meeting of Council or committee, by electronic means. The member must ensure they are in an appropriate location, being private and free from distractions. When a meeting is closed to the public (Behind Closed Doors) in accordance with Section 5.23 of the Local Government Act 1995 (the Act), members must ensure that the deliberations cannot be observed or overheard by any other person. Attendance of meetings by electronic means is capped at 50% as *per Local Government (Administration) Regulation 14C(3)*.

**2.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

**2.4 APOLOGIES**

Nil

**3 APPLICATIONS FOR LEAVE OF ABSENCE**

In accordance with Section 2.25 of the Local Government Act 1995, an application for leave requires a Council resolution granting leave requested. Council may grant approval for Leave of Absence for an Elected Member for ordinary Council meetings for up to but not more than six consecutive meetings. The approval of the Minister is required for leave of absence greater than six ordinary Council meetings. This approval must be by Council resolution and differs from the situation where an Elected Member records their apologies for the meeting. A failure to observe the requirements of the Act that relates to absence from meetings can lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings.

**4 DISCLOSURE OF INTERESTS**

Section 5.65 and 5.70 of the Local Government Act 1995 requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed. An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

**5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6 PUBLIC QUESTION TIME****7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil



**8 CONFIRMATION OF PREVIOUS MINUTES**

Ordinary Council Meeting - 12 February 2025

**9 RECOMMENDATIONS AND REPORTS OF COMMITTEES****9.1 2024 COMPLIANCE AUDIT RETURN**

<b>Reporting Officer:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0303</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Executive:** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

**REPORT PURPOSE**

Presentation of the 2024 Compliance Audit Return to the Audit Committee for review.

**BACKGROUND**

Under the Local Government Audit Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December each year. The certified return must be submitted to the Director General, Department of Local Government and Communities by 31 March 2025.

The local government's audit committee is required to review the compliance audit return and is to report to the council the results of that review.

A copy of the Return is submitted for the Audit Committee for review before presentation to Council at its Ordinary Meeting to be held on 19 March 2025. It is a requirement that the Shire President and Chief Executive Officer sign the Return.

The Compliance Audit return must then be:

1. presented to Council at a meeting of the Council
2. adopted by the Council, and
3. recorded in the Minutes of the Meeting at which it is adopted.

**COMMENT**

The 2024 CAR consists of a total of 95 questions, divided into 11 categories, covering various aspects of the Shire's functions and services. These categories include:

1. Commercial Enterprises

2. Delegation
3. Disclosure of Interest
4. Disposal of Property
5. Elections
6. Finance
7. Integrated Planning and Reporting
8. Employees
9. Conduct
10. Other
11. Tenders

While preparing and completing the Compliance Audit Return 2024, Management highlights the following:

**1. Commercial Enterprises**

- This is not relevant to the Shire and therefore has not been reported on. At this stage the Shire has not undertaken any major trading's including land transactions to date. There may be in the future but Executive feels that these transactions if any may fall under the threshold of what is considered as being major. All land transactions to date have been resolved by council with an absolute majority vote.

**2. Delegation**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**3. Disclosure of Interest**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**4. Disposal of Property**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**5. Elections**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**6. Finance**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**7. Integrated Planning and Reporting**

- It should be noted that the Shire has reviewed and supplied the dates of adoption

**8. Employees**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**9. Conduct**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**10. Other**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

**11. Tenders**

- No significant areas to note, have answered questions that are relevant and applies to the Shire.

From a total of 92 questions, the responses provided by the Chief Executive Officer, Executives and other relevant officers indicate that compliance has been achieved in all areas.

**STAKEHOLDER ENGAGEMENT**

Shire of Coorow

Audit Committee

**STATUTORY ENVIRONMENT**

The Annual CAR is required under the provisions of s.7.13(1)(i) of the *Local Government Act 1995* and r.14 & 15 of the *Local Government (Audit) Regulations 1996*.

Regulations 14 and 15 are set out below:

**14. Compliance audits by local governments**

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

**15. Certified copy of compliance audit return and other documents to be given to**

Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

certified in relation to a compliance audit return means signed by —

(a) the mayor or president; and

(b) the CEO.

**STRATEGIC IMPLICATIONS**

STRATEGIC PRIORITIES	Outcome	Strategy
Civic Leadership Leadership that provides strategic direction for the community.	4.3 Skilled and well supported team	<ul style="list-style-type: none"> <li>Provide resources to support the Shire's operations and to meet planning, reporting and accountability requirements</li> </ul>

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal &amp; Compliance</b> Failure to prepare and adopt the Compliance Audit Return would result in noncompliance with its statutory responsibilities under the <i>Local Government Act 1995</i>	Rare	Moderate	Low	Accept Officers recommendation

**ATTACHMENTS****1. 2024 Compliance Audit Return** [!\[\]\(673a31c1b100533ca7b2d21bb315b319\_img.jpg\)](#)**OFFICER RECOMMENDATION**

That the Council adopt the 2024 Compliance Audit Return as recommended by Audit Committee;

1. Receives the 2024 Compliance Audit Return, noting that compliance was achieved in all areas;
2. Reports and presents this result to Council at the 19 March 2025 Ordinary Council Meeting; and
3. Recommends that Council adopts the 2024 Compliance Audit Return for the Shire of Coorow.
4. Recommends that the Chief Executive Officer and the Shire President be authorised to sign/certify the 2024 Compliance Audit Return.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Coorow



### Coorow – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Coorow



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Coorow



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	N/A	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	

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16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Yes	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	

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and Cultural Industries

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	

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4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

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Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	

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4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	No	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	

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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

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Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	19/04/2023
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	17/04/2024
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	8/02/2023
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	8/02/2023
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	N/A	



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		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date

**9.2 2024-2025 ANNUAL BUDGET REVIEW**

<b>Reporting Officer:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0690</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Absolute Majority</b>

**COUNCIL'S ROLE:**

**Executive:** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

**REPORT PURPOSE**

For Council to accept the 2024-2025 Mid-Year Budget Review and approve Budget Amendments as presented and recommended by the Audit Committee.

**BACKGROUND**

Local governments are required by regulation 33A of the Local Government (Financial Management) Regulations 1996 to conduct a budget review between 1 January and 31 March each financial year. This report presents an indicative summary of the 2024-2025 mid-year budget review.

The review is an opportunity to reevaluate the current budget and allocate funding for emerging community and social priorities, allowing the organisation to respond and provide the best result for the Shire.

There are also other factors and urgent matters that affect the operational activities and revenue streams which have resulted in budget variations and are discussed further in this report.

Budget reviews provide a tool for decision making for current and future activities and they are a key component of Prudential Financial management practices in order to mitigate financial risk exposure to Council. In conjunction to compliance with legislation, the review aims to reconsider all budget items and review them by taking into account any changes in the macro or minor economic variables and any other relevant information.

**COMMENT**

The focus of the 2024-2025 mid-year budget review has been to consider any changes in Council's operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the financial year and make a determination in relation to prevailing economic conditions and the most likely impact on the Council's financial position.

Annual budgets are by nature predictions of what will happen during the term of the budget. Though budgets are carefully prepared, unexpected circumstances and external influences result in the need to review the proposed activities during the entire budget term.

Council needs to ensure there is sufficient operational capacity to deliver the services and budget programs as set out in the adopted 2024-2025 budget and accommodate events and issues that have arisen since budget adoption.

As per the Local Government (Financial Management) Regulations 1996 section 33A, Council has complied in conducting a review of the budget by the 29 February and have identified areas that need adjustments. The Budget Review included as an attachment to this report still shows a balanced budget.

Future monitoring will take place, and further budget adjustments may be required later in the financial year and to ensure that Council will have no surprises during the budget process for 2025-2026.

Management will continue to monitor the Budget to the end of the financial year and attempt to identify further savings and/or alternative sources of funds.

### STAKEHOLDER ENGAGEMENT

There has been no external stakeholder engagement, however the review and proposed amendments have been discussed by all Executive Staff members.

### STATUTORY ENVIRONMENT

#### ***Local Government Act 1995***

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.*

#### ***Local Government (Financial Management) Regulations 1996***

##### ***33A. Review of budget***

*1. Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*

*2A. The review of an annual budget for a financial year must —*

*(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*

*(b) consider the local government's financial position as at the date of the review; and*

*(c) review the outcomes for the end of that financial year that are forecast in the budget.*

2. Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

3. A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

4. Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## STRATEGIC IMPLICATIONS

STRATEGIC PRIORITIES	Outcome	Strategy
Civic Leadership  Leadership that provides strategic direction for the community.	4.3 Skilled and well supported team	<ul style="list-style-type: none"> <li>Provide resources to support the Shire's operations and to meet planning, reporting and accountability requirements</li> </ul>

## POLICY IMPLICATIONS

There are no policy implications related to this report.

## FINANCIAL IMPLICATIONS

The Budget review has identified some areas of over and underspend, with minimal effect besides on the bottom line of the Budget. However, figures presented in this report are indicative and subject to change following further review and prioritisation. Further detailed analysis will be undertaken over the next few months during the formulation of the 2024-2025 Annual Budget and any areas requiring Councils attention will be referred to the next scheduled Ordinary Council Meeting.

## RISK IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal &amp; Compliance:</b>  That the review not be submitted to the DLGSC within 30 days after the review has been finalised.	Unlikely	Moderate	Medium	Accept officer recommendation and submit to DLGSC
<b>Organisation's Operations:</b>  Non- approval of the budget review would	Unlikely	Moderate	Medium	In the short term the existing annual budget would continue to apply any proposed

result in significant delays to achieving deliverables				amendments would not apply
<b>Reputation:</b> Non approval of the budget review would result in significant delays to achieving deliverables	Unlikely	Moderate	Medium	Accept officer recommendation with any amendments (as specified by Council)

## ATTACHMENTS

### 1. Mid Year Budget Review 2024-2025 [↓](#)

#### OFFICER RECOMMENDATION

That the Audit and Risk Committee recommend to Council:

1. Adopts the 2024-2025 Mid-Year Budget Review, forming attachment 11.2.5 in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996.
2. Forward a copy of the determination and said report to the Department of Local Government, Sport and Cultural Industries within 30 days in accordance with Regulation 33 of the Local Government (Financial Management) Regulations 1996.
3. Amend the Budget as per attachment 11.2.5

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual	Adjustment	New Budget	Comments
03	0301	2	2030118		RATES - Rates Write Off	\$1,000.00	\$498.00	\$22,408.05	\$22,000.00	\$23,000.00	Council Res Leeman Caravan Park
05	0503	2	2050366		OLOPS - ESL - Utilities, Rates & Taxes					\$0.00	
05	0503	2	2050366	BO047	Green Head Fire Shed Operations	\$2,964.48	\$1,470.00	\$4,046.86	\$1,535.52	\$4,500.00	
05	0503	3	3050320		OLOPS - Fees & Charges	\$0.00	\$0.00	(\$1,914.04)	(\$2,000.00)	(\$2,000.00)	
05	0503	3	3050335		OLOPS - Other Income	\$0.00	\$0.00	(\$90.91)	(\$100.00)	(\$100.00)	
09	0901	2	2090189		STF HOUSE - Staff Housing Building Maintenance						
09	0901	2	2090189	BM055	Unit A Brand Street Maintenance	\$1,930.00	\$960.00	\$4,155.65	\$3,070.00	\$5,000.00	
09	0901	2	2090191		STF HOUSE - Loss on Disposal of Assets	\$0.00	\$0.00	\$1,098.12	\$1,100.00	\$1,100.00	
10	1002	2	2100211		SAN OTH - Waste Collection					\$0.00	
10	1002	2	2100211	W008	Verge Collection	\$7,708.68	\$3,846.00	\$9,525.02	\$2,291.32	\$10,000.00	
10	1002	2	2100212		SAN OTH - Waste Disposal	\$600.00	\$300.00	\$250.00		\$600.00	
10	1006	2	2100650		PLAN - Contract Town Planning	\$30,000.00	\$15,000.00	\$31,950.00	\$20,000.00	\$50,000.00	
10	1007	2	2100788		COM AMEN - Public Conveniences Operations					\$0.00	
10	1007	2	2100788	BO026	Leeman Foreshore Toilets Operations	\$46,954.04	\$23,454.00	\$10,834.68	(\$10,000.00)	\$36,954.04	
10	1007	2	2100788	BO027	Dynamite Bay Toilet Operations	\$55,090.90	\$27,522.00	\$13,478.76	(\$10,000.00)	\$45,090.90	
10	1007	2	2100789		COM AMEN - Public Conveniences Maintenance					\$0.00	
10	1007	2	2100789	BM057	Illyarrie Street Boat Ramp Toilet Maintenance	\$1,000.00	\$492.00	\$6,736.91	\$9,000.00	\$10,000.00	
10	1007	3	3100735		COM AMEN - Other Income	\$0.00	\$0.00	(\$786.97)	(\$790.00)	(\$790.00)	
10	1007	4	4100710		COM AMEN - Building (Capital)					\$0.00	
10	1007	4	4100710	BC057	Illyarrie Street Boat Ramp Toilet - Capital	\$30,000.00	\$15,000.00	\$9,257.00	(\$9,000.00)	\$21,000.00	
10	1007	4	4100780		COM AMEN - Infrastructure Other (Capital)					\$0.00	
10	1007	4	4100780	OC048	Coastal Cemetery (Capital)	\$8,000.00	\$3,996.00	\$0.00	(\$8,000.00)	\$0.00	
11	1102	2	2110289		SWIM AREAS - Building Maintenance					\$0.00	
11	1102	2	2110289	BM037	Swimming Pool Building Maintenance	\$8,300.00	\$4,146.00	\$20,858.55	\$20,000.00	\$28,300.00	
11	1103	2	2110365		REC - Parks & Gardens Maintenance/Operations						
11	1103	2	2110365	W077	Community Space Grounds (Old Swimming Pool) - Mtc/Op	\$2,150.00	\$1,074.00	\$41.93	(\$2,150.00)	\$0.00	
11	1103	3	3110301		REC - Reimbursements - Other Recreation	\$0.00	\$0.00	(\$3,238.31)	(\$3,300.00)	(\$3,300.00)	
11	1103	4	4110330		REC - Plant & Equipment (Capital)					\$0.00	
11	1103	4	4110330	PE3457	Cw3457 Gardeners Truck (Capital)	\$75,000.00	\$37,500.00	\$0.00	(\$75,000.00)	\$0.00	Held Over till 25/26
11	1103	4	4110370		REC - Infrastructure Parks & Gardens (Capital)					\$0.00	
11	1103	4	4110370	OC064	Lot 601 Park, Peterson Place (Capital)	\$40,999.68	\$20,496.00	\$28,942.51	(\$10,000.00)	\$30,999.68	
11	1107	3	3110710		OTH CUL - Grants - Other Culture	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00)	(\$8,000.00)	
11	1107	3	3110720		OTH CUL - Fees & Charges	\$0.00	\$0.00	(\$356.51)	(\$400.00)	(\$400.00)	
12	1202	2	2120213		ROADM - Road Maintenance - Gravel Outside BUA					\$0.00	
12	1202	2	2120213	RM000	Unallocated Gravel Road Maintenance	\$1,129,352.70	\$564,666.00	\$47,507.12	\$59,743.16	\$1,189,095.86	
12	1203	4	4120330		PLANT - Plant & Equipment (Capital)					\$0.00	
12	1203	4	4120330	PE0009	Cw009 Grader (Capital)	\$500,000.00	\$500,000.00	\$427,727.00	(\$70,000.00)	\$430,000.00	
12	1203	4	4120330	PE3505	Cw3505 Mechanic Ute (Capital)	\$130,000.00	\$64,998.00	\$0.00	\$70,000.00	\$200,000.00	
14	1404	2	2140411		POC - External Parts & Repairs	\$354,395.00	\$177,192.00	\$244,334.59	\$25,000.00	\$379,395.00	
14	1404	2	2140412		POC - Fuels and Oils	\$400,000.00	\$199,998.00	\$298,727.97	\$50,000.00	\$450,000.00	
14	1404	2	2140413		POC - Tyres and Tubes	\$40,000.00	\$19,998.00	\$39,025.69	\$10,000.00	\$50,000.00	
14	1404	2	2140494		POC - LESS Plant Operation Costs Allocated to Works	(\$1,919,822.00)	(\$959,910.00)	(\$717,689.11)	(\$85,000.00)	(\$2,004,822.00)	
						\$945,623.48	\$722,696.00	\$488,830.56	\$0.00	\$945,623.48	

**9.3 MINUTES - GREEN HEAD COAST CARE GROUP MEETING**

<b>Reporting Officer:</b>	<b>B Johnson, Executive Support Officer</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0645</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Review:** When Council reviews decisions made by officers.

Minutes from the meetings held on the 16<sup>th</sup> December 2024 and the 17 February 2025 by the Green Head Coast Care Group is attached for your review.

**ATTACHMENTS**

1. **Minutes 16 December 2024** [↓](#)
2. **Minutes 17 February 2025** [↓](#)

**OFFICER RECOMMENDATION**

For Council to receive Green Head Coast Care Group minutes held on the 16 December 2024 and the 17 February 2025.



## GREEN HEAD COASTCARE

### Minutes of meeting held 16 December 2024

#### 1. WELCOME

The Chair, Samantha Atkinson, opened the meeting at 12.20 p.m.

#### 2. ATTENDANCE AND APOLOGIES Attendance

Deborah O'Brien (Coordinator), Samantha Atkinson (Chair), Beth Broun, Barrie Griffiths, Jennifer Griffiths, Janine Wann, Kay Hunt, Glenda Reed, Judy Browne, John Browne, John Birch.

##### Apologies

Ceri Evans.

#### 3. MINUTES FROM LAST MEETING

Minutes of previous meeting held 18 November 2024 were read by Samantha Atkinson and were accepted by Samantha Atkinson, seconded by Deborah O'Brien.

#### 4. BUSINESS ARISING (actions from last meeting)

**Action 1** (1 from last meeting) — **Anchorage Bay Rest Point Steps:** Action outstanding, i.e. adding a cement retaining wall, a small concrete pathway to connect it to the existing walkway and a handrail. On completion of the work, and once the plaque is in place, a photo will be posted on the Green Head Coast Care Facebook page and in the Snag Island News. An update will be sent, via e-mail, to Freya Contos from Mitsui E&P Australia regarding the Midwest Community Grant. Action remains open..... **Samantha Atkinson**

**Action 2** (2 from last meeting) — **Rocky Bay Beach Access Stairs:** On 18 November 2024 we received additional drone photos of the proposed Rocky Bay Beach Access Stairs site from Kelvin Bean. Kelvin said engineering will be needed for this site and he can organise another visit with the Group. However, he suggested possibly adding fencing along this section instead to prevent tracks as stairs of any kind will likely cost upwards of \$100,000. **Action** remains open for the group to decide if this project is worth prioritising given the complexity, and if so, organising another site visit with Kelvin in 2025..... **Kelvin Bean**

**Action 3** (3 from last meeting) — **Drone:** The DJI Air 3S Drone (RC2) + Fly More Combo plus landing pad was purchased from the D1 Store Pty Ltd on 25 November 2024 for \$2,357 by Rob and Sue Keogh. The drone was donated to the Green Head Coast Care Group. We agreed to host a morning tea in the new year to thank Rob and Sue for the kind donation.

Samantha confirmed the Group was successful in the Shire of Coorow Quick Grants Program. The Shire of Coorow passed a resolution in support of the remaining funding of the drone purchase on 20 November 2024. The purchase price of the drone in excess of \$2,000 will be reimbursed to Rob and Sue Keogh (\$357) by the Shire of Coorow.

Samantha and Deborah O'Brien are looking into training for drone use.

**Action** remains open to purchase, register and insure the drone; complete training host a thank you morning tea and complete reimbursement..... **Samantha Atkinson, Deborah O'Brien**

**Action 4** (5 from last meeting) — **Osprey Nest Sign:** The Shire of Coorow passed a resolution in support of the remaining funding of our Osprey Nest Sign on 20 November 2024. The Osprey Nest Sign will be funded as follows; \$2,000 from Green Head Men's Shed, \$2,000 by Bright Energy Investments (BEI) and \$320 via the Shire of Coorow's Quick Grant. The sign supplier



## Green Head Coast Care Minute

(Nature Tourism Services) has been contacted to initiate works. **Action** remains open to proof final versions of the sign, production, have it placed in Morphett Park and ensure Nature Tourism Services receive payment. .... **Samantha Atkinson**

**Action 5** (6 from last meeting) — **Ocean View Park Planting Plan:** Deborah O'Brien shared her documented version of the Ocean View Park Planting Plan with the Shire of Coorow. Jorja Dohnt e-mailed the Shire of Dandaragan regarding their plant suppliers, and noted they use Benara Nurseries and on occasion Bunnings. **Action** remains open for Jorja to provide feedback on the Planting Plan before proceeding ..... **Jorja Dohnt**

**Action 6** (7 from last meeting) — **Rocky Bay Rest Point Steps:** Action remains open with the Shire of Coorow who are installing a handrail here for safety. .... **Jorja Dohnt**

**Action 7** (8 from last meeting) — **Dynamite Bay Mosaic:** Jorja Dohnt to confirm once the mosaic is reinstalled..... **Jorja Dohnt**

**Action 8** (9 from last meeting) — **Dead and dying trees at Dynamite Bay** should be replaced. Jorja Dohnt to confirm once work is scheduled. .... **Jorja Dohnt**

**Action 9** (10 from last meeting) — **Lakes Road Footpath** is included in the Shire of Coorow's five-year plan. Jorja Dohnt to provide an update on the five-year plan. .... **Jorja Dohnt**

**Action 10** (11 from last meeting) — **Anchorage Bay Memorial Seat:** Deborah O'Brien confirming when the seat will be returned to Anchorage Bay and will contact the Department of Transport about a table and chairs for under the trees in the car park..... **Deborah O'Brien**

**Action 11** (12 from last meeting) — **Maintenance and Repairs Required at Dynamite Bay and the Midden Site:** Jorja Dohnt agreed to follow up with the Shire of Coorow regarding the concrete slab cracks at Dynamite Bay and ramp cracks at the Midden Site. .... **Jorja Dohnt**

**Action 12** (13 from last meeting) — **Memorial Seat Process:** Jorja Dohnt confirmed that each memorial seat is required to go through Council review and decision..... **Closed**

**Action 13** (14 from last meeting) — **Replacement Basketball Ring:** Jorja Dohnt to follow up with the Shire of Coorow regarding this..... **Jorja Dohnt**

**Action 14** (15 from last meeting) — **Anchorage Bay Jetty Gazebo Seating:** Improvements were discussed with the Green Head Community Association. .... **Jennifer Griffiths**

## 5. GREEN HEAD COAST CARE 2024 ACHIEVEMENTS

Deborah O'Brien summarised the Groups Achievements for the year:

- Brushing with the Shire of Coorow and MEEDAC support.
- Anzac Day wreath by Judy Browne with Ceri Evans sons laying the wreath.
- Anchorage Bay steps via the Mitsui E&P Australia Mid West Community Grant.
- Assisting the Shire of Coorow in the eradication of feral cats.
- Osprey nest sign via Green Head Men's Shed, BEI and Shire of Coorow.
- Maintenance at Dynamite Bay by the Shire of Coorow.
- Drone donation from Rob and Sue Keogh.
- Beach and town rubbish clean ups.
- Fish for the Festival entry using beach rubbish – Mr Trashy.
- Remembrance Day Wreath by Deborah O'Brien and laid by Samantha Atkinson's son, Alby.
- Input in the Shire of Coorow Coastal Plan and the Ocean View Park Planting Plan.

## Green Head Coast Care Minute

Thank you to Mic Payne from NACC<sup>1</sup>, Anothony Seymore, Kelvin Bean, Jorja Dohnt, Guy Simms and the rest of the Shire of Coorow employees for your help and collaboration. A thank you gift was presented to Lynda Birch for her help with secretarial duties for the Group.

Manage, Educate and Protect our Green Head coastline is our focus for 2025, with priority given to the extension of the Three Bays Walkway south to the South Bay entry and north to Leeman.

**6. NEXT MEETING**

The next meeting will be held at 10:00 am on 17 February 2025 at the Green Head Community Centre.

The meeting was closed at 12:35 p.m.

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<sup>1</sup> Northern Agricultural Catchments Council



## GREENHEAD COASTCARE

### Minutes of meeting held 17 February 2025

#### 1. WELCOME

The Chair, Samantha Atkinson, opened the meeting at 10.10 a.m.

#### 2. ATTENDANCE AND APOLOGIES

##### Attendance

Deborah O'Brien (Coordinator), Samantha Atkinson (Chair), Beth Broun, Barrie Griffiths, Jennifer Griffiths, Janine Wann and John Browne.

##### Apologies

Kay Hunt, Glenda Reed, and Judy Browne.

##### Invited Guests

Anthony Seymour, Coordinator Environmental Projects, Shire of Dandaragan.

#### 3. MINUTES FROM LAST MEETING

Minutes of previous meeting held 16 December 2024 were read by Samantha Atkinson. The addition of the words 'Jurien Bay' were requested to be added to the Fish Festival on page 2, as well as removing the word 'purchase,' at the bottom of Action 3 page 1, noting this change the minutes were accepted by Beth Broun, seconded by Deborah O'Brien.

#### 4. BUSINESS ARISING (actions from last meeting)

**Action 1** (1 from last meeting) — **Anchorage Bay Rest Point Steps:** Outstanding by the Shire of Coorow, i.e. add a cement retaining wall, a small concrete pathway to connect it to the existing walkway and a handrail. On completion of the work, and once the plaque is in place, a photo will be posted on the Green Head Coastcare Facebook page and in the Snag Island News. An update will be sent, via e-mail, to Freya Contos from Mitsui E&P Australia regarding the Midwest Community Grant. The Group is continuing to follow the progress of this work with the Shire of Coorow and see it as a priority to complete for the safety of our community. Anthony Seymour suggested asking the Shire of Coorow if standard drawings/specifications are available from the Shire for future projects.....**Samantha Atkinson**

**Action 2** (2 from last meeting) — **Rocky Bay Beach Access Stairs:** Last year Kelvin Bean provided us with drone photos of the proposed Rocky Bay Beach Access Stairs. He said engineering will be needed for this site and he could organise another visit with the Group. However, he suggested possibly adding fencing along this section instead to prevent tracks as stairs of any kind will likely cost upwards of \$100,000. The Group discussed, given this feedback from the Shire of Coorow, if this project is worth prioritising. It was agreed that other priorities will be the group's focus in 2025, see section 5 below. The Group discussed other solutions that may be suitable in this area (to avoid people walking around the headland/making other unsafe tracks) including the use of small pictogram signage. **Action:** Ask the Shire of Coorow what their sign strategy for Green

Head is. Anthony Seymour also suggested asking the DBCA<sup>1</sup> what they currently do that works well. .... **Samantha Atkinson**

**Action 3** (3 from last meeting) — **Drone:** The drone was donated by Rob and Sue Keogh to the Green Head Coastcare Group in November 2024. The Shire of Coorow Quick Grants Program assisted in the funding of the drone purchase by covering the cost in excess of \$2,000. At the time of this meeting the \$357 funded by the Shire of Coorow is yet to be reimbursed to Rob and Sue Keogh. Samantha Atkinson noted Professor Euan Harvey has kindly offered to assist with drone training. **Action** open to complete training and reimbursement ..... **Samantha Atkinson**

**Action 4** (4 from last meeting) — **Osprey Nest Sign:** The Osprey Nest Sign has been produced and receipted by the Shire of Coorow ready to be installed in Morphett Park. **Action** open to confirm the placement of the sign in Morphett Park, ensure Nature Tourism Services receives payment and complete grant funding acknowledgements. .... **Samantha Atkinson**

**Action 5** (5 from last meeting) — **Ocean View Park Planting Plan:** Jorja Dohnt to provide feedback on the Planting Plan provided to the Shire of Coorow ..... **Jorja Dohnt**

**Action 6** (6 from last meeting) — **Rocky Bay Rest Point Steps:** Action remains open with the Shire of Coorow who are installing a handrail here for safety. .... **Jorja Dohnt**

**Action 7** (7 from last meeting) — **Dynamite Bay Mosaic:** Jorja Dohnt to confirm when the mosaic is to be reinstalled. .... **Jorja Dohnt**

**Action 8** (8 from last meeting) — **Dead and dying trees at Dynamite Bay** should be replaced. .... **Jorja Dohnt** to confirm once work is scheduled.

**Action 9** (9 from last meeting) — **Lakes Road Footpath** is included in the Shire of Coorow's five-year plan. .... **Jorja Dohnt** to provide an update on the five-year plan.

**Action 10** (10 from last meeting) — **Anchorage Bay Memorial Seat:** Deborah O'Brien confirming when the seat will be returned to Anchorage Bay and will contact the Department of Transport about a table and chairs for under the trees in the car park. .... **Deborah O'Brien**

**Action 11** (11 from last meeting) — **Maintenance and Repairs Required at Dynamite Bay and the Midden Site:** Jorja Dohnt agreed to follow up with the Shire of Coorow regarding the concrete slab cracks at Dynamite Bay and ramp cracks at the Midden Site. .... **Jorja Dohnt**

**Action 12** (12 from last meeting) — **Replacement Basketball Ring:** Jorja to follow up with the Shire of Coorow regarding this. .... **Jorja Dohnt**

**Action 13** (13 from last meeting) — **Anchorage Bay Jetty Gazebo (on the beach) Seating:** The Group discussed improvements including adding a table and chairs under the Gazebo after the Green Head Community Association confirmed they are happy for us to proceed. Samantha Atkinson suggested we look at a grant to fund the addition of a table and chairs. .... **Samantha Atkinson**

<sup>1</sup> Department of Biodiversity, Conservation and Attractions

**5. GREEN HEAD COAST CARE OBJECTIVES FOR 2025**

Priority	Objective	Description	Timeframe	Action
1	Brushing	Manage and protect the coastline of Green Head in, particular the Three Bays Walkway, through brushing of dunes and tracks with local melaleuca tree clippings provided by the Shire of Coorow.	Throughout the year, especially in cooler months	N/A
2	Extension of Three Bays Walkway south to South Bay	To separate pedestrian traffic from vehicle traffic accessing South Bay. This extension would start where the Three Bays Walkway currently ends in Cliff Park (across from the car park) and go through bushland (where there is already a rough path used by walkers, etc.) to the first access point to South Bay. This access point is proposed to be closed to vehicle traffic which can enter the beach at the next access point slightly further south.	Planning phase in 2025	<b>Action 14 — Invite Guy Simms to our next meeting</b> to discuss next steps. Consider possible grants that may be available for such projects including Royalties for Regions which helped with the Three Bays Walkway (of which this is an extension of) and Turquoise Way Path (Hill River) which the Group agreed are a great comparison. Anthony Seymour suggested Regional Development Australia Wheatbelt may be a resource also..... <b>Deborah O'Brien</b>
3	Extension of Three Bays Walkway north to Leeman	Create a recreational walking and cycle path connecting Green Head and Leeman along the coast		
4	Dynamite Bay	Our Group provided input to the Shire of Coorow as to what we think would enhance Dynamite Bay, one of Green Head's best tourist attractions.	Throughout the year	<b>Action 15 – Follow up with the Shire of Coorow</b> for their feedback on our input provided in 2024. .... <b>Samantha Atkinson</b>
5	Coast Care Open Day	Educate our community on our Group and what we do. This will encourage participation during brushing and beach clean ups.	26 May 2025 (3 to 5 p.m.)	<b>Action 16 – Organise Coast Care Open Day.</b> .... <b>Deborah O'Brien</b>
6	Coast Care Forum	Rob Keogh has offered to provide assistance in hosting the Coast Care Forum for 2025 and shared some great ideas for guest speakers.	July 2025	<b>Action 17 – Coast Care Forum:</b> Confirm with Mic Payne if July 2025 timing is suitable and if funding for speakers/catering will be available. Anthony Seymour also suggested reaching out to the WA Coastal and Marine Network (WACMN).

**6. OTHER BUSINESS (AROUND THE TABLE)****Deborah O'Brien**

- The Group hosted a beach clean-up on 5 February 2025. A total of 8 bags of rubbish were collected, the composition was mainly takeaway containers, plastic bottles and cans.
- New resident in Green Head, Lochlan Pendlebury who works at the DBCA in Jurien.  
.....**Action 18:** Invite Lochlan to our April 2025 meeting: **Deborah O'Brien**
- Suggested that it would be nice for the Group to attend one of Rob Keogh's Kings Park Tours.

**John Browne**

- John asked if the Group would write a letter to encourage the Shire of Coorow and/or Main Roads WA to replace the intersection of Green Head Coorow Road and Cockleshell Gully Road with an offset to avoid further accidents.  
.....**Action 19:** **Samantha Atkinson**
- Fuel reduction burns required to protect Green Head from fire risks. John and the volunteer fire fighters have been in touch with Giulia Censi (Bushfire Risk Mitigation Coordinator for Irwin, Coorow and Carnamah) regarding more protection for Green Head. There have been large fires recently which has highlighted the need to protect and plan. The best time to perform fuel reduction burns is in the cooler months of June, July, and/or August. John asked if the Group could write a letter to Giulia to reiterate the need for fuel reduction burns in Green Head given the recent fire incidents in neighbouring towns.....**Action 20:** **Samantha Atkinson**

**Anthony Seymour**

The Recreational Tracks Master Plan has been handed to the Shires for their review before it goes out for public comment. The next major deliverables are brochures and signage. Additional phases would include detailed track planning for specific areas. A presentation on the project was given at the WACMN Coastal Forum '24.

**Samantha Atkinson:** Tabled the 2025 Green Head Coast Care meeting dates; 17 March, 28 April, 19 May, 23 June, 21 July, 18 August, 15 September, 20 October, 17 November, 15 December 2025.

**7. NEXT MEETING**

The next meeting will be held at 10:00 am on 17 March 2025 at the Green Head Community Centre.

The meeting was closed at 11:55 a.m.

**10 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**11 REPORTS****11.1 CHIEF EXECUTIVE OFFICER****11.1.1 SHIRE QUICK GRANT PROGRAM - AMENDMENT REQUEST**

<b>Reporting Officer:</b>	<b>J Dohnt, Project Officer</b>
<b>Responsible Executive:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0435</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Review:** When Council reviews decisions made by officers.

**REPORT PURPOSE**

For council to review the following request for an amendment to the Shire Quick Grant Program 2024/2025, Green Head Coast Care application.

**BACKGROUND**

The Green Head Coast Care group applied for a quick grant in the November 2024 council meeting for the below:

Osprey nest signage - \$320

Additional drone funding - \$249

**OFFICERS RECOMENDATION**

That Council approve the following Quick Grants application:

- \$569 to Green Head Coast Care towards the Osprey Nest Signage at Morphet Park and DJI Air 3.
- \$350 to Green Head Community Association towards Seniors Christmas Party.
- \$750 to Leeman Green Head Community Resource Centre towards Australia Day 2025 event.
- \$750 to Leeman Green Head Community Resource Centre towards Leeman Community Christmas Party.
- \$750 to Leeman Green Head Community Resource Centre towards Thank a Volunteer Day Celebration.



Cr G Sims put forward an alternate recommendation that withdrew the three applications from the Leeman Green Head Community Resource Centre. These applications were submitted late and contained insufficient evidence and incorrect information, making them ineligible for consideration by Council. The applicant has acknowledged the errors.

Council will vote on the remaining two applications.

**RESOLUTION     OCM-2024/001**

**Moved:** Deputy President B A Jack

**Seconded:** Cr G Dring

That Council approve the following Quick Grants application:

- \$569 to Green Head Coast Care towards the Osprey Nest Signage at Morphett Park and DJI Air 3.
- \$350 to Green Head Community Association towards Seniors Christmas Party.

In Favour: Cr G Sims, Cr B A Jack, Cr G Dring, Cr V J Muller, Cr G Harris and Cr G Stangle

Against: Nil

**CARRIED 6/0**  
**Simple Majority**

**COMMENT**

The Green Head Coast Care group are requesting to amend their grant application to cover an extra \$108 for the additional drone funding as the product did rise in price from the estimate given. The originally requested amount of \$249 is now \$357.

**STAKEHOLDER ENGAGEMENT**

Community Engagement

**STATUTORY ENVIRONMENT**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Coorow Integrated Strategic Plan 2022-2032.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Annual budget 2024/2025

**RISK IMPLICATIONS**

Nil

**ATTACHMENTS**

1. Original Green Head Coast Care Application [↓](#)
2. Green Head Coast Care Invoice [↓](#)

**OFFICER RECOMMENDATION**

That Council

1. That Council APPROVE Green Head Coast Care for the additional \$108 for drone funding.



## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

### Guideline

The Shire of Coorow is committed to providing support for not for profit, local organisation, community based, sporting, cultural, environmental, service groups and associations. This support is to foster high-quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

#### DATES

Applications are open throughout the year and assessed as required.

#### FUNDING AMOUNTS

Applications up to \$500 (ex GST) but amounts under \$750 may be considered.  
Applicants are not required to make a co-contribution.

#### FUNDING CRITERIA

One off project that demonstrate benefit to the community including but not limited to:

- Resources and equipment.
- Venue hire.
- Trophies, prizes.
- Minor repairs and maintenance.
- Small community events open to the public.

Grant funding is not available for the following:

- Insurance or operational expenditure.
- Projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria.
- Expenses without documentation or invoices.
- Bond payments for Shire facility hire.

#### ELIGIBILITY

In order to be eligible for funding the applicant must be one of the following types of organisations:

- An incorporated not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).
- School/Government agencies.

#### CONDITIONS

The following specific conditions apply to this category:

- The project must take place within the financial year, unless an extension of time is approved by Council.
- Approval must be obtained from Council for any significant change to the project.
- The applicant must acknowledge Council's support in its advertising or publicity of the project.
- Grant allocations that are not accessed within the financial year will be forfeited (unless an extension of time has been approved by the Shire CEO).
- The applicant must abide by any other conditions of approval on the grant by Council.

#### ASSESSMENT APPROVAL AND AWARDING

- The Shire aims to process your application within 30 business days of submission.
- The decision to award Quick Grants is made by the Council.

#### PAYMENT OF GRANT

If your application is successful, in order to receive grant monies applicants will be required to raise and supply an invoice to the Shire for the grant value up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity. The Shire will process your invoice and deposit funds into your organisation/group nominated bank account.

#### SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person:

- By Mail: Chief Executive Officer, PO Box 42, Coorow WA 6515
- By Email: [ceo@coorow.wa.gov.au](mailto:ceo@coorow.wa.gov.au) Subject: Shire Quick Grant Program.
- In person:
  - Coorow Administration Centre, 22-26 Main Street, Coorow WA 6515 or,
  - Leeman Administration Centre, 20 Morcombe Road, Leeman WA 6514.

*Thank you for taking the time to read through these guidelines - good luck with your application.*



# SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

## Application Form

### Section A: APPLICANTS DETAILS

Organisation Name:	Green Head Coastcare Group		
Is your organisation not- for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is your organisation incorporated? (Please attach your Certificate of Incorporation)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is your Organisation Background? (Aims, Numbers of Member, History)	The Green Head Coastcare Group is a community volunteer group that are passionate about the protection and management of the Green Head coastline. Operating since 1998 the Group currently has 13 members.		
Do you have Public Liability Insurance?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

### Section B: CONTACT DETAILS

Name of Applicant:	Samantha Atkinson		
Position:	Chair, Green Head Coastcare Group		
Address:	3 Johns Street	Suburb:	Green Head
		Postcode:	6514
Postal Address:	3 Johns Street	Suburb:	Green Head
		Postcode:	6514
Mobile Number:	0408095300	Work:	N/A
Email Address:	samanthafobrien@hotmail.com	Website:	N/A

### Section C: AUSPICING ORGANISATION DETAILS (Provide if your corporation is not incorporated.)

Organisation name:	Shire of Coorow		
Contact Name:			
Position:			
Address:		Suburb:	
		Postcode:	
Postal Address:		Suburb:	
		Postcode:	
Mobile Number:		Work:	
Email Address:		Website:	

**\*Please attach a copy of Certificate of Incorporation for the Auspicing agency.**

### Section D: PAYMENT INFORMATION

Please complete the information below in relation to your organisation or the organisation who is auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER



## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

### Section E: PROJECT DETAILS

Project/Activity Name: (1) Osprey Nest Sign (2) Drone Purchase

Project Location: (1) Morphette Park, near to current Osprey Nest, the exact placement is to be decided.  
(2) The drone will be kept at the premises of a selected member of the Green Head Coastcare Group.

Who owns or controls the location where the project is to be located:

- (1) The Shire of Coorow, who we have discussed the placement of the proposed sign with and who will assist in installation of the sign once it is complete.  
(2) The drone will be used on the coastline of Green Head and surrounds for various projects, it will be operated under Civil Aviation Safety Authority ("CASA") regulations.

Project/Activity Description (type, objectives, expected outcomes, proposed actions / purchases. You are welcome to attach additional pages, or your project plan, should there be insufficient space):

- (1) We are seeking grant funding for the design and production of an Osprey Nest Sign in Morphett Park, Green Head. A draft of the interpretation sign is attached, this draft was approved at a Green Head Coastcare Group meeting in collaboration with the Shire of Coorow. A quote to have the sign designed and produced is also attached. The quote is from Nature Tourism Services who we have successfully used in the past. The sign will be in keeping with signage already utilised on the 3 Bays Walkway, an initiative by the Green Head Coastcare Group. Once produced the sign will be installed in Morphett Park by the Shire of Coorow.  
(2) The Green Head Coastcare Group are seeking to purchase a suitable drone for capturing images and footage of the Green Head coastline and surrounding areas for upcoming projects. The Group has done it's due diligence in selecting the most suitable drone for our purposes. A copy of this drone is attached, the DJI Air 3 Platinum Combo w. DJI RC 2.

Expected Project Commencement Date	November 2024	Expected Project Completion Date	January 2025
------------------------------------	---------------	----------------------------------	--------------

Are you working with any other community groups or businesses in delivery of this project / event? Yes ☒ No ☐

How will the community get benefit from your project/activity?

- (1) The Green Head community will benefit from the Osprey Nest Sign, locals and visitors alike. The sign is informative and showcases what is already a significant point of interest on our coastline. The sign will also help protect our local osprey family by alerting visitors to respect their space. The project is a continuation of the 3 Bays Walkway which is a Green Head Coastcare initiative which aims to protect and preserve our coastline as well as enhancing the physical and mental health of the community.  
(2) The drone will be used for all future projects of the Green Head Coastcare Group, which aims to protect and manage our beautiful coastline for the whole community to enjoy.

Does your event require any licenses, permits and approvals?

If yes, have you already applied for these?

\*Please attach copies of these applications.

- (1) The Osprey Nest Sign has been approved by the Shire of Coorow.  
(2) Under CASA regulations the Green Head Coastcare Group must do the following before the first flight:  
- Apply for a aviation reference Number.  
- Be accredited by CASA.  
- Register the drone itself, and  
- Be familiar with standard RPA (remotely piloted aircraft) operating conditions for flying.  
We have not yet applied for the above and will do so once the drone is purchased.

### Section F: PROMOTION

How will you acknowledge the Shires contribution?

- (1) With the Shire of Coorow's approval we intend on acknowledging them through inclusion of their logo on the Osprey Nest Sign. We would also be happy to use social media posts and the local news paper to acknowledge the Shire's support.  
(2) We will use social media posts and the local news paper to acknowledge the Shire's support in purchasing the drone.

### Section G: BUDGET

Please attach written quotes for the works/services you are proposing. **INCLUDE GST** in the costing.

Total Project / Activities Cost	\$ (1) \$4,320 (2) \$2,249
Amount requested from Council	\$ (1) \$320 (2) \$249
Do you require any in-kind support component from Council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much?	No financial support, in-kind only.



# SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

## Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants (optional)	Source In-kind Support	Shire In-kind Support Requested
What the funding is to be spent on.	Proposed grant expenditure from the Shire of Coorow Quick Grant Program only.	Any other cash income anticipated for this project from the applicant and/or project partners.	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners (Hours @ \$25).	List of any In-kind support and if this is confirmed or unconfirmed with the Shire.
(1) Osprey Nest Sign	\$320	\$2,000 from Bright Energy Investments \$2,000 from Green Head Men's Shed	\$100 - 4 hours to install the sign in Morphette Park.	Installation of the sign in Morphette Park has been agreed with the Shire of Coorow.
(2) Drone Purchase	\$249	\$2,000 from Green Head residents Rob and Sue Keogh	None required.	
<b>TOTAL</b>				

## Section H: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Coorow collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000. I also declare that I have read the Shire of Coorow Community Grants Program Guidelines and agree to comply with the provisions included.

Applicant's Signature:		Date: 8 November 2024
Applicant's Name: Samantha Atkinson		
Position in Organisation/Group: Chair, Green Head Coastcare Group		
Name of Organisation/Group: Green Head Coastcare Group		
Witness' Signature:		Date: 8 November 2024
Witness' Name: Deborah O'Brien		

Submit Applications to:	Chief Executive Officer Shire of Coorow PO Box 42 COOROW WA 6515 or, <a href="mailto:ceo@coorow.wa.gov.au">ceo@coorow.wa.gov.au</a>
For more information contact:	Ayu Muftidhati on 9952 0100 or <a href="mailto:cdo@coorow.wa.gov.au">cdo@coorow.wa.gov.au</a>



Charles Walsh  
Nature Tourism Services Pty Ltd  
PO Box 333 Katoomba NSW AUSTRALIA 2780

ph: +61 (0)2 4784 2001

mob: 0427 009 805

email:  
cw@naturetourismservices.com.au

ABN: 61 089 471 036

## QUOTE NO: 241002

valid for 30 days from date of issue

**To:** Deb O'Brien, Green Head Coastcare

**Date:** 15 October 2024

**For:** Interpretive sign

### Specifications:

Sign as per specifications in Screenmakers quote attached

### Costs

\$1000 Graphic design  
\$2927 sign production including freight

\$3927 Subtotal ex GST

\$392.70 GST

\$4319.70 Total inc GST



Ian Charles  
Charles Walsh Nature Tourism Services PTY  
PO Box 333  
Katoomba 2780

Screenmakers Pty Ltd  
Tel: 02 62978474  
15 Fiddlers Paradise - PO Box 428 - Quamby NSW 2620  
www.screenmakers.com.au - info@screenmakers.com.au

Quote No. 8429  
Date 19 August 2024

Dear Ian,

We are pleased to respond with our offer for your approval. Thank you for the opportunity to quote on your project.  
Our estimated price is listed below.

Green Head Sign		Quantity	Price	GST	Total
Description	Fabricate 2 legs in 100 x 50 channel 1800 long. Drill holes for frame. Cut Silimline section to fit 1200 x 600 panel - paint 2 pac. Cut 2.5mm aluminium panel, paint base colour 2 pac. Digitally print CMYK image and clear coat. 1200 x 600mm Landscape. Quantity: 1 Sign	1	\$1,622.00	\$162.20	\$1,784.20
Freight to Green Head WA		Quantity	Price	GST	Total
Description	Pack 2 legs, frame and panel on skid. Send TNT to WA 6614	1	\$1,305.00	\$130.90	\$1,435.90
				EX TAX	\$2,927.00
				GST	\$292.70
				TOTAL	\$3,219.70

Should you require any further information concerning any aspect of this quotation.  
Please do not hesitate to contact me on 02 6297 8474.

Screenmakers quotations remain valid for a period of thirty days.

Please note: Once the invoice is complete, invoicing to third parties will not be accepted. Prior arrangements must be made with the person responsible for this quote.

Regards,

Bruce Clarke  
bruce@screenmakers.com.au





# NEST WITH A VIEW

## *Keep an eye out for Green Head's resident ospreys*

Green Head is home to our resident raptor species – the osprey. Ospreys (Yoorndoordoo) are frequently seen on the coast, with several known nesting sites around Green Head.

Ospreys are large birds with white and brown wings with a trademark black band across their eyes and down their neck. They usually form lifelong relationships.

In 2019 this nest was constructed after a pair of osprey began building one on a power pole. Green Head Coast Care, with the permission of the Shire of Coorow, enlisted Tim Gilbertson to build a nest. A power pole, provided by Brad Nelson (Western Power) and scrap material such as sticks, seaweed and rope were used to construct it.

The osprey visited the nest the day after it was erected and made it their own, with the first chicks born in August 2019. These chicks unfortunately did not survive; however in 2022 successful breeding produced two healthy young. They began practicing to fly in March that year, often accompanied by their parents. By the end of April 2023 they were displaying more confidence and started to leave the nest for exploring and fishing.

Along the Three Bays Walkway you might be lucky and see an osprey hover 30 metres above the ocean before plunging feet first into the water, emerging with a fish grasped in its powerful talons. Osprey have specially designed foot pads and talons to help secure slippery fish which makes up 99% of their diet. They may reach speeds of up to 125 km/hour and can carry their catch parallel to the body for improved aerodynamics.

Ospreys may live 15 to 25 years, depending on environmental conditions. We hope this nest with a view provides a safe home for our resident osprey for many years to come.

***Osprey may abandon their nest if disturbed so please respect their space***



Photographer  
John F. Birch



DJI  
DISTRICT  
AUTHORIZED RETAIL STORE

## DJI AIR 3 w. DJI RC 2 FLY MORE COMBO

..

DJI Air 3 Spooky Combo w. DJI RC 2

AUD \$2,249.00 ~~was \$2,551.00~~

or **\$187.42/mth for 12 months** interest free. Fees apply. **ZIP** ⓘ

1 DJI Air 3 Fly More Combo w. DJI RC 2 (\$1879)

1 D1 Labs Safety Case for DJI Air 3 (\$169)

1 Freewell Split ND Filters for DJI Air 3 (4 Pack) (\$155)

1 UGREEN 65W Nexode GaN II Charger (\$69)



AUD \$2,249.00

ADD TO CART

DJI | D1STORE  
AUTHORIZED RETAIL STORE

1 UGREEN USB-C to SD/TF Card Reader (\$39)

1 D1 Labs Landing Pad Pro | 65CM (\$59)

1 SanDisk Extreme Pro 256GB 200MB/s MicroSD Card (\$79)

**Save Over \$300!**

Get ready to create with this new DJI Air 3 drone combo - exclusive to D1. Includes the Air 3 drone and all the essentials you need to experience fun and creative flights

[Overview](#)**Ready for Take-Off?**

Here's what you get with the Platinum Combo!

Did someone say double trouble? Get creative with the dual-camera DJI Air 3 Platinum Combo — exclusive to D1 Store. The package sports the DJI Air 3 Fly More Combo (DJI RC 2) and essential accessories for piloting success.

**Fly More Combo Includes:**

DJI Air 3 Drone • DJI RC 2 Controller • 3 Intelligent Flight Batteries • Battery Charging Hub • Shoulder Bag • Additional Accessories



## Drone Accessories &amp; Essentials

**Safety Case**

D1 Labs

**ND/PL Filters (4 Pack)**

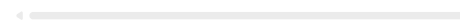
Freewell

**CPL Filter**

Freewell

**65W Nexode Charger**

UGREEN



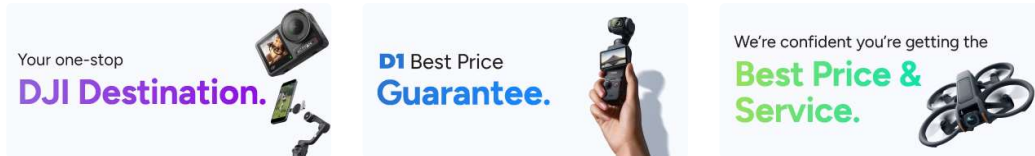
## Controller Accessories



AUD \$2,249.00

**Please note:**

It may not be possible to use all of the drone accessories provided in the package simultaneously.  
Package contents and pricing are subject to change at ANY time due to supply constraints.



 AUD \$2,249.00

**Green Head Coast Care**

216 Ocean View Drive, Green Head, WA, 6514

Phone: 0417186329

**TAX INVOICE****Invoice Date:** 21 February 2025**Invoice Number:** 2**Invoice To:**

Shire of Coorow  
20 Morcombe Road  
PO Box 238  
LEEMAN WA 6514

Description	Qty	Amount	Total Amount
Shire of Coorow Quick Grant, for the purchase of a new drone (DJI Air 3S Fly More Combo w. DJI R 2 and Landing Pad) from D1 Store Pty Ltd on 25 November 2024.	1	\$357	\$357
<i>*Note total invoice is for \$2,357 payable to Rob and Sue Keogh, remaining funds were paid by Rob and Sue Keogh.</i>			
Total Inclusive of GST			\$357

**Payment to be made to:**

Green Head Coastcare Group Trust Account

**11.1.2 PERMISSION TO COLLECT NATIVE SEED FROM LAND WITHIN THE SHIRE OF COOROW**

<b>Reporting Officer:</b>	<b>B Johnson, Executive Support Officer</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0109</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Quasi-judicial:** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice eg local planning applications, building licences, other permits/licences (eg under Health Act, Dog Act or local laws and other decisions that may be appealable to the State Administrative Tribunal (SAT)

**REPORT PURPOSE**

To consider a request from Quintan Husten and Jerram Husten for the collection of native plant seeds from reserves and other areas managed by the Shire of Coorow until 19 March 2028

**BACKGROUND**

The Shire has received an application from Quintan Husten and Jerram Husten for permission to collect native plant seeds from reserves and other areas managed by the Shire of Coorow until March 2028.

In 2008 the Shire investigated the need for staff inductions and Public Liability Insurance for people working in Council Vested Reserves. As the applicants are not a contractor or an employee of the Shire, there is no need for the Shire to undertake an induction.

Council should however insist on a current Public Liability Certificate to be provided before any work or seed collection takes place.

**COMMENT**

Seed collected from within reserves and other areas managed by the Shire of Coorow will be used in an extensive native vegetation rehabilitation program.

Given that a similar licence has been approved by Council, it would be appropriate that if this request were to be approved, that it be restricted to 3 years.

It is recommended that the following conditions be imposed on all applications for the collection of native seeds and cuttings including:

1. Permission will normally be for a three year period;
2. All persons collecting native seed are to be staff members/contractors and licensed according to the Wildlife Conservation Act (1950) and abide by the condition of the license
3. All staff are to wear high visibility safety vests;
4. Any stationary vehicles are to use revolving amber flashing lights;
5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
6. All care be taken to avoid the disturbance of fauna habitat;
7. All care be taken to avoid any disturbance that may lead to soil degradation; and
8. No more than 20% of the fruit can be taken on any individual plant.
9. No fruit to be taken from plants that are in an area affected by fire in the last 8 years; and
10. No work to commence in the Shire reserves until the Shire has received a current Certificate for Public Liability Insurance Stakeholder Engagement

## STATUTORY ENVIRONMENT

*Wildlife Conservation Act 1950*

## STRATEGIC IMPLICATIONS

The taking of fruit/seeds/material needs to be balanced with the future environmental impact of the continued reproduction of the plants.

## POLICY IMPLICATIONS

Policy 8.1.1 - TRANSPORT/ENGINEERING – Management of Road Reserves

## FINANCIAL IMPLICATIONS

Nil

## RISK IMPLICATIONS

In 2008 Council investigated the need for staff inductions and Public Liability Insurance for people working in Council Vested Reserves. As neither of the applications are a contractor or an employee of Council, there is no need for Council to undertake an induction.

## ATTACHMENTS

1. Quintan Husten [↓](#)
2. Jerram Husten [↓](#)

3. Seed Collection Register [↓](#)
4. Application - J Huston [↓](#)
5. Applicant - Q Huston [↓](#)
6. ABN Western Premium Seeds [↓](#)
7. Certificate of Currency [↓](#)

**OFFICER RECOMMENDATION**

That Quintan Husten and Jerram Husten be granted permission to collect native plant seeds and cuttings from vegetation within reserves and other areas managed by the Shire of Coorow subject to the following conditions:

1. Permission is for an extended period, finishing on 19 March 2028 or until cancelled in writing by the Shire of Coorow;
2. All persons collecting native seed are to be Iluka Resources Limited staff members/contractors and licensed according to the Wildlife Conservation Act 1950 and abide by the condition of the license
3. All staff/contractors are to wear high visibility safety vests;
4. Any stationary vehicles are to use revolving amber flashing lights;
5. Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
6. All care be taken to avoid the disturbance of fauna habitat;
7. All care be taken to avoid any disturbance that may lead to soil degradation; and
8. No work to commence in Shire reserves until the Shire has received a current Certificate for Public Liability Insurance.



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## FLORA TAKING (COMMERCIAL PURPOSES) CROWN LAND LICENCE

Regulation 60, Biodiversity Conservation Regulations 2018

Licence Number: CP60000085-2  
Licence Holder: Mr Quintan Husten  
Po Box 418  
Gingin WA 6503

Date of Issue: 30/09/2022  
Date Valid From: 03/10/2022  
Date of Expiry: 02/10/2025

### LICENSED ACTIVITIES

Subject to the terms and conditions in this licence, the licence holder may –

1. Take flora, other than flora specified in 2, from Crown land.
2. Take flora on CALM land, as defined in the *Conservation and Land Management Regulations 2002*, as specified in a written notice of a lawful authority issued under regulations 4 and 8 of the *Conservation and Land Management Regulations 2002*.
3. Supply flora taken to a person who holds a flora dealing licence or flora processing licence, or to another person who does not intend to supply, process or deal in the flora.

### CONDITIONS

1. Unless otherwise authorised, the licence holder must not take the following flora, or parts of flora, for the purpose specified in the table below:

Flora	Part of flora or purpose
Species of flora listed as threatened species under section 19 of the <i>Biodiversity Conservation Act 2016</i>	Any part
DBCA "Priority Flora List" species (listed at <a href="http://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities">www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities</a> )	Any part
<i>Verticordia eriocephala</i> (Cauliflower Bush)	Any part, other than seed taken for propagation for revegetation purposes only
<i>Scaevola spinescens</i> (Currant Bush)	Any part, other than seed or cuttings taken for propagation for revegetation purposes only





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<i>Species of the family Orchidaceae</i> (Native Orchids)	Any part, other than seed taken for propagation for revegetation purposes only
<i>Xanthorrhoea</i> and <i>Kingia</i> species (grass trees) <i>Adansonia gregorii</i> (boabs) <i>Livistona</i> species (fan palms) <i>Dasypogon hookeri</i> (pineapple bush) Zamiaceae (zamia palms)	Whole plants
<i>Banksia hookeriana</i>	Flowering or fruiting stems and seed
<i>Boronia megastigma</i>	Flowering sprays, stripped blossoms, seed and cuttings
<i>Daviesia oppositifolia</i>	Stems
<i>Agonis</i> , <i>Kunzea</i> , <i>Leptospermum</i> , <i>Melaleuca</i> species (tea tree), <i>Eucalyptus</i> species	Sticks/stems taken for garden sticks, beansticks, craypot sticks, tomato rails or similar woody products
<i>Melaleuca</i> species (paperbark)	Bark
<i>Adansonia gregorii</i> (boabs)	Seeds, fruits or nuts
Any species of native flora	Parts used as craftwood, including woody fruits (such as <i>Banksia</i> cones), stems and branches (including material taken for didgeridoo production), and burls or woody outgrowths
Any species of native flora	Taken for firewood
<i>Andersonia caerulea</i> (Purple Heath/Foxtails) <i>Banksia baxteri</i> (Baxter's Heath) <i>Banksia coccinea</i> (Scarlet Banksia) <i>Banksia formosa</i> (Showy Dryandra) <i>Boronia heterophylla</i> (Pink or Red Boronia) <i>Cephalotus follicularis</i> (Albany Pitcher Plant) <i>Corynanthera flava</i> (Golden Cascades) <i>Leptocarpus scariosus</i> (Velvet or Seeded Rush) <i>Macropidia fuliginosa</i> (Black Kangaroo Paw)	Any part
<i>Terminalia ferdinandiana</i> (Gubinge)	Seeds, fruits

2. Unless authorised under this licence, flora taken under this licence must not be taken in such a manner that constitutes clearing under the *Environmental Protection Act 1986*, and for live flora, in a manner that destroys or is likely to destroy the plant and/or surrounding vegetation, or in the case of annual species, in a manner that affects the viability of the local occurrence of the species.
3. The written authorisation of the person in possession or occupation of the land accessed and upon which flora is taken, as required under regulation 101(2) and referred to in "Additional information" below, must:
  - a) state location details (including lot or location number, street/road, suburb and local government authority);
  - b) state land owner or occupier name, and contact phone number;



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- c) specify the time period that the authorisation is valid for;
  - d) be signed and dated; and
  - e) be attached to this licence at all times.
4. This licence, and any written authorisations or lawful authority must be carried at all times while conducting licensed activities and be produced on demand to a wildlife officer.
  5. The licence holder must leave any land from which flora has been taken in a state that replicates natural conditions, or conditions prior to picking.
  6. The licence holder must create, compile and maintain records and information as required in a DBCA approved "Return- Flora Licences" of all flora taking activities as they occur.
  7. Records and information compiled as required under this licence must be retained for at least two years after the date of expiry of this licence.
  8. A DBCA approved "Return of Flora Taken" and "Return of Flora Supplied" must be fully completed (including nil taking/supplying details), signed and submitted to DBCA every three months from the date this licence is valid.

Jennifer Hogg  
LICENSING OFFICER  
WILDLIFE PROTECTION BRANCH

*Delegate of CEO*

#### ADDITIONAL INFORMATION

1. CALM land is defined in the *Conservation and Land Management Regulations 2002*. To obtain a lawful authority to take flora from CALM land, the licence holder must contact the closest regional office of the DBCA, or [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au).
2. Regulation 82 empowers the CEO to add, substitute or delete a term or condition of a licence or to correct errors. Such power may be exercised on application of a licence holder or by the CEO's own initiative. If an amendment to a licence term or condition is required, please contact the CEO or the Licensing Section on [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au) in the first instance. The licence holder, if adversely affected by a condition imposed in this licence, may apply to the State Administrative Tribunal for review of the decision of the CEO to impose that condition on a licence: regulation 89(2) Biodiversity Conservation Regulations 2018.
3. A person must not contravene a condition of a licence. The penalty for an offence involving the contravention of a condition of a commercial licence is a fine of \$15 000: regulation 84 of the Biodiversity Conservation Regulations 2018.
4. It is an offence for persons authorised by this licence to enter land that is not in their possession or under their control without first having the *prior* written authorisation of the current owner or occupier of the land to:
  - a) enter the land; and
  - b) carry out the activity authorised by this licence.

The penalty for this offence is a fine of \$5 000: regulation 101(2) of the Biodiversity Conservation Regulations 2018.



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5. The licence holder must be able to produce for inspection upon request any information or records required by regulation 85(2) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000. It is an offence to knowingly include false or misleading information or make statements in records: regulation 85(3) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000. It is an offence to include any information or make any statement in a return that the licence holder knows to be false or misleading in a material particular: regulation 86 (2) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000.
6. Land or waters defined under Part II of the *Conservation and Land Management Act 1984* (CALM Act) include State forest, timber reserves, national parks, conservation parks, nature reserves, marine nature reserves, marine parks, and other lands. Please contact the relevant DBCA district/regional office for clarification on whether a parcel of land is "CALM Act" land or waters.
7. To leave any land from which flora has been taken in a state that replicates natural conditions, or as prior to picking, stripped leaves and other plant material taken at the site may be left distributed over the site, but may not be left in discernible heaps, or distributed to other sites.
8. Information on Threatened and Priority Flora Lists as defined in this licence can be found at <https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-plants>.
9. Unless taken for identification purposes, the licence holder should only take species which have been positively identified and can be taken under this licence. The licence holder should contact the WA Herbarium regarding specimen identification. If lodging specimens to the WA Herbarium, please follow the 'Western Australian Herbarium Specimen Lodgement Guidelines' document <https://www.dpaw.wa.gov.au/images/documents/plants-animals/herbarium/Herbarium%20Specimen%20Lodgement%20Guidelines.pdf>
10. It is advised that any species taken for human consumption is checked against the listed substances in the *Medicines and Poisons Regulations 2016*.



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## FLORA TAKING (COMMERCIAL PURPOSES) CROWN LAND LICENCE

Regulation 60, Biodiversity Conservation Regulations 2018

Licence Number: CP60000628  
Licence Holder: Mr Jerram Husten  
5 James Street  
Mariginiup WA 6078

Date of Issue: 01/11/2022  
Date Valid From: 01/11/2022  
Date of Expiry: 31/10/2025

### LICENSED ACTIVITIES

Subject to the terms and conditions in this licence, the licence holder may –

1. Take flora, other than flora specified in 2, from Crown land.
2. Take flora on CALM land, as defined in the *Conservation and Land Management Regulations 2002*, as specified in a written notice of a lawful authority issued under regulations 4 and 8 of the *Conservation and Land Management Regulations 2002*.
3. Supply flora taken to a person who holds a flora dealing licence or flora processing licence, or to another person who does not intend to supply, process or deal in the flora.

### CONDITIONS

1. Unless otherwise authorised, the licence holder must not take the following flora, or parts of flora, for the purpose specified in the table below:

Flora	Part of flora or purpose
Species of flora listed as threatened species under section 19 of the <i>Biodiversity Conservation Act 2016</i>	Any part
DBCA "Priority Flora List" species (listed at <a href="http://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities">www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities</a> )	Any part
<i>Verticordia eriocephala</i> (Cauliflower Bush)	Any part, other than seed taken for propagation for revegetation purposes only
<i>Scaevola spinescens</i> (Currant Bush)	Any part, other than seed or cuttings taken for propagation for revegetation purposes only



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<i>Species of the family Orchidaceae</i> (Native Orchids)	Any part, other than seed taken for propagation for revegetation purposes only
<i>Xanthorrhoea</i> and <i>Kingia</i> species (grass trees) <i>Adansonia gregorii</i> (boabs) <i>Livistona</i> species (fan palms) <i>Dasypogon hookeri</i> (pineapple bush) Zamiaceae (zamia palms)	Whole plants
<i>Banksia hookeriana</i>	Flowering or fruiting stems and seed
<i>Boronia megastigma</i>	Flowering sprays, stripped blossoms, seed and cuttings
<i>Daviesia oppositifolia</i>	Stems
<i>Agonis</i> , <i>Kunzea</i> , <i>Leptospermum</i> , <i>Melaleuca</i> species (tea tree), <i>Eucalyptus</i> species	Sticks/stems taken for garden sticks, beansticks, craypot sticks, tomato rails or similar woody products
<i>Melaleuca</i> species (paperbark)	Bark
<i>Adansonia gregorii</i> (boabs)	Seeds, fruits or nuts
Any species of native flora	Parts used as craftwood, including woody fruits (such as <i>Banksia</i> cones), stems and branches (including material taken for didgeridoo production), and burls or woody outgrowths
Any species of native flora	Taken for firewood
<i>Andersonia caerulea</i> (Purple Heath/Foxtails) <i>Banksia baxteri</i> (Baxter's Heath) <i>Banksia coccinea</i> (Scarlet Banksia) <i>Banksia formosa</i> (Showy Dryandra) <i>Boronia heterophylla</i> (Pink or Red Boronia) <i>Cephalotus follicularis</i> (Albany Pitcher Plant) <i>Corynanthera flava</i> (Golden Cascades) <i>Leptocarpus scariosus</i> (Velvet or Seeded Rush) <i>Macropidia fuliginosa</i> (Black Kangaroo Paw)	Any part
<i>Terminalia ferdinandiana</i> (Gubinge)	Seeds, fruits

2. Unless authorised under this licence, flora taken under this licence must not be taken in such a manner that constitutes clearing under the *Environmental Protection Act 1986*, and for live flora, in a manner that destroys or is likely to destroy the plant and/or surrounding vegetation, or in the case of annual species, in a manner that affects the viability of the local occurrence of the species.
3. The written authorisation of the person in possession or occupation of the land accessed and upon which flora is taken, as required under regulation 101(2) and referred to in "Additional information" below, must:
  - a) state location details (including lot or location number, street/road, suburb and local government authority);
  - b) state land owner or occupier name, and contact phone number;



Department of **Biodiversity,  
Conservation and Attractions**

- c) specify the time period that the authorisation is valid for;
  - d) be signed and dated; and
  - e) be attached to this licence at all times.
4. This licence, and any written authorisations or lawful authority must be carried at all times while conducting licensed activities and be produced on demand to a wildlife officer.
  5. The licence holder must leave any land from which flora has been taken in a state that replicates natural conditions, or conditions prior to picking.
  6. The licence holder must create, compile and maintain records and information as required in a DBCA approved "Return- Flora Licences" of all flora taking activities as they occur.
  7. Records and information compiled as required under this licence must be retained for at least two years after the date of expiry of this licence.
  8. A DBCA approved "Return of Flora Taken" and "Return of Flora Supplied" must be fully completed (including nil taking/supplying details), signed and submitted to DBCA every three months from the date this licence is valid.

Jennifer Hogg  
LICENSING OFFICER  
WILDLIFE PROTECTION BRANCH

*Delegate of CEO*

#### **ADDITIONAL INFORMATION**

1. CALM land is defined in the *Conservation and Land Management Regulations 2002*. To obtain a lawful authority to take flora from CALM land, the licence holder must contact the closest regional office of the DBCA, or [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au).
2. Regulation 82 empowers the CEO to add, substitute or delete a term or condition of a licence or to correct errors. Such power may be exercised on application of a licence holder or by the CEO's own initiative. If an amendment to a licence term or condition is required, please contact the CEO or the Licensing Section on [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au) in the first instance. The licence holder, if adversely affected by a condition imposed in this licence, may apply to the State Administrative Tribunal for review of the decision of the CEO to impose that condition on a licence: regulation 89(2) Biodiversity Conservation Regulations 2018.
3. A person must not contravene a condition of a licence. The penalty for an offence involving the contravention of a condition of a commercial licence is a fine of \$15 000: regulation 84 of the Biodiversity Conservation Regulations 2018.
4. It is an offence for persons authorised by this licence to enter land that is not in their possession or under their control without first having the *prior* written authorisation of the current owner or occupier of the land to:
  - a) enter the land; and
  - b) carry out the activity authorised by this licence.

The penalty for this offence is a fine of \$5 000: regulation 101(2) of the Biodiversity Conservation Regulations 2018.



Department of **Biodiversity,  
Conservation and Attractions**

5. The licence holder must be able to produce for inspection upon request any information or records required by regulation 85(2) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000. It is an offence to knowingly include false or misleading information or make statements in records: regulation 85(3) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000. It is an offence to include any information or make any statement in a return that the licence holder knows to be false or misleading in a material particular: regulation 86 (2) of the Biodiversity Conservation Regulations 2018 Penalty \$10 000.
6. Land or waters defined under Part II of the *Conservation and Land Management Act 1984* (CALM Act) include State forest, timber reserves, national parks, conservation parks, nature reserves, marine nature reserves, marine parks, and other lands. Please contact the relevant DBCA district/regional office for clarification on whether a parcel of land is "CALM Act" land or waters.
7. To leave any land from which flora has been taken in a state that replicates natural conditions, or as prior to picking, stripped leaves and other plant material taken at the site may be left distributed over the site, but may not be left in discernible heaps, or distributed to other sites.
8. Information on Threatened and Priority Flora Lists as defined in this licence can be found at <https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-plants>.
9. Unless taken for identification purposes, the licence holder should only take species which have been positively identified and can be taken under this licence. The licence holder should contact the WA Herbarium regarding specimen identification. If lodging specimens to the WA Herbarium, please follow the 'Western Australian Herbarium Specimen Lodgement Guidelines' document <https://www.dpaw.wa.gov.au/images/documents/plants-animals/herbarium/Herbarium%20Specimen%20Lodgement%20Guidelines.pdf>
10. It is advised that any species taken for human consumption is checked against the listed substances in the *Medicines and Poisons Regulations 2016*.



REGISTER  
COLLECTION OF FLORA – NATIVE SEED & CUTTINGS

COMPANY	RESOLUTION	STARTING DATE	ENDING DATE	Type
Northern Agriculture Catchment Council	21 October 2015 2015/116	1 November 2015	1 November 2016	Native Seed & Cuttings
Iluka Resources	16 March 2016 2016/029	17 March 2016	17 March 2017	Native Seed & Cuttings
Greening Australia (WA)	17 August 2016 2016/094	18 August 2016	18 August 2017	Native Seed & Cuttings
Tim Gilbertson	17 May 2017 2017/057	1 June 2017	1 June 2018	Quandong
Jeanette Taylor	16 August 2017 2017/107	17 August 2017	17 August 2018	Quandong & Salt Bush
Iluka Resources	21 February 2018 2018/003	28 February 2018	28 February 2020	Native Seed & Cuttings
Greening Australia (WA)	18 July 2018 2018/078	19 July 2018	19 July 2019	Native Seed & Cuttings
E-Scape Environmental Pty Ltd	12 December 2018 2018/139	11 December 2018	11 December 2019	Native Seed & Cuttings
Tim Gilbertson	17 July 2019 2019/088	18 July 2019	18 July 2020	Quandong, Wattle & Saltbush
Jeanette Taylor & Suzette Poli	21 August 2019 2019/106	21 August 2019	21 August 2020	Native Fruit/Seed, Plant Material
Iluka Resources	17 February 2021 20	28 February 2021	28 February 2025	Native Seed & Cuttings
E-Scape Environmental Pty Ltd	16 September 2021 2021/098	14 September 2021	14 September 2022	Native Seed & Cuttings
Quintan Husten & Sujin Kim	16 September 2021	14 September 2021	14 September 2022	Native Seed & Cuttings
Jeanette Taylor & Suzette Poli	17 August 2022 2022/096	17 August 2022	17 August 2024	Native Fruit/Seed, Plant Material
Greening Australia (WA)	14 December 2022	14 December 2022	14 December 2024	Native Seed & Cuttings
E-Scape Environmental Pty Ltd	16 November 2022	16 November 2022	16 November 2024	Native Seed & Cuttings
NATIV CARBON	15 May 2024	15 May 2024	15 May 2026	Native Seed & Cuttings



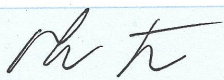
## Shire of Coorow

**APPLICATION FOR CROWN LAND SUPPLIER'S LICENCE**  
(Pursuant to Regulation 64 of the *Biodiversity Conservation Regulations 2018*)

**NOTE TO ALL APPLICANTS:**

- Please complete ALL sections. Further information may be obtained from the Wildlife Licensing Section, 9219 9836 or [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au).

<b>1A. Applicant details - INDIVIDUAL</b>									
Mr / Mrs / Ms / Dr	First Name	Jerram							
	Other names (middle)								
	Surname	Husten							
Residential Address	5 James Street								
Suburb	Mariginiup	Postcode	6078	State	WA				
Postal Address									
Suburb		Postcode		State					
Email:	hustenceilings@hotmail.com		Date of Birth	13/03/1982					
Phone Contact No.	0401 527 768		Previous Lic. No.						
<b>Proof of identification</b> (photo identification required, eg, driver's licence, passport)									<input checked="" type="checkbox"/> Attached
<b>1B. Applicant details – COMPANY / BODY CORPORATE</b>									
Company Name	Western Premium Seeds								
Business Address	172 Harvest circle								
Suburb	Two Rocks	Postcode	6037	State	WA				
Postal Address	PO Box 56								
Suburb	Two Rocks	Postcode	6037	State	WA				
Email:	Wpseeds@outlook.com		Date of Birth	/ /					
Phone Contact No.	0434 235 658		Previous Lic. No.						
Name of contact person	Quintan Husten								
<b>Proof of identification</b> (eg. ABN, ACN registration documentation)									<input checked="" type="checkbox"/> Attached
Refer 'Responsibility of certain persons,' <i>Biodiversity Conservation Act 2016 Part 13 Div 2 for liability information</i>									
<b>2. Prior Convictions</b>									
Have you been convicted of any wildlife or plant related offence in the past 5 years?									<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please provide details (offence, date)									

<b>3. Proposed activities</b>				
<input type="checkbox"/>	Storage of flora for supply purposes	<input checked="" type="checkbox"/>	Flora taken under previous DBCA licence, to take and supply	Licence No./s CP0000343
		<input type="checkbox"/>	Flora taken lawfully (clearing permit, exemption) for supply	Attach evidence of lawful take to this application (eg. approved building envelope if exemption Reg 5, Item 1, etc)
<b>6. Other information</b>				
Please attach any other documentation or comments relevant to your application eg. Proof of salvage/clearing permit documents etc				
<b>7. Duration of licence and fees (tick one)</b>				
Payment details on last page				
<b>Renewal</b> application fee	<input type="checkbox"/>	1 year	\$60	
	<input type="checkbox"/>	3 years	\$120	
<b>New</b> application fee	<input type="checkbox"/>	1 year	\$60	
	<input type="checkbox"/>	3 years	\$120	
<b>10. Use and disclosure of information</b>				
Information that you provide will be used and disclosed in accordance with sections 274 and 275 of the <i>Biodiversity Conservation Act 2016</i> (WA). This may include use for licence monitoring and compliance, to inform you of any licence or legislative requirements or changes, to seek your feedback on wildlife related licensing and legislation, and disclosure to other State and Commonwealth agencies for administration or enforcement purposes. You also consent to the release of information concerning the grant of the licence, and of any conditions of the licence, in response to inquiries made to the Department.				
<b>11. Declaration by applicant</b>				
<input checked="" type="checkbox"/>	Yes	I understand that there are penalties for making false or misleading statements in or in connection with a licence application and that making false or misleading statements may lead to the cancellation of my licence and may affect my ability to hold licences in the future. All details provided by me to DBCA in relation to this application are true and correct, and I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section above.		
Signed:			Date:	11/3/2025



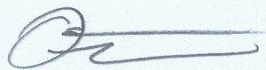
## Shire of Coorow

**APPLICATION FOR CROWN LAND SUPPLIER'S LICENCE**  
(Pursuant to Regulation 64 of the *Biodiversity Conservation Regulations 2018*)

**NOTE TO ALL APPLICANTS:**

- Please complete ALL sections. Further information may be obtained from the Wildlife Licensing Section, 9219 9836 or [wildlifelicencing@dbca.wa.gov.au](mailto:wildlifelicencing@dbca.wa.gov.au).

<b>1A. Applicant details - INDIVIDUAL</b>									
Mr / Mrs / Ms / Dr	First Name	Quintan							
	Other names (middle)								
	Surname	Husten							
Residential Address	172 Harvest circle								
Suburb	Two Rocks	Postcode	6037	State	WA				
Postal Address	PO Box 56								
Suburb	Two Rocks	Postcode	6037	State	WA				
Email:	Wpseeds@outlook.com		Date of Birth	10/02/1988					
Phone Contact No.	0434 235 658		Previous Lic. No.						
<b>Proof of identification</b> (photo identification required, eg, driver's licence, passport)									<input checked="" type="checkbox"/> Attached
<b>1B. Applicant details – COMPANY / BODY CORPORATE</b>									
Company Name	Western Premium Seeds								
Business Address	As above								
Suburb		Postcode		State	WA				
Postal Address	As above								
Suburb		Postcode		State					
Email:	Wpseeds@outlook.com		Date of Birth	/ /					
Phone Contact No.	0434 235 658		Previous Lic. No.						
Name of contact person	Quintan Husten								
<b>Proof of identification</b> (eg. ABN, ACN registration documentation)									<input checked="" type="checkbox"/> Attached
Refer 'Responsibility of certain persons,' <i>Biodiversity Conservation Act 2016 Part 13 Div 2 for liability information</i>									
<b>2. Prior Convictions</b>									
Have you been convicted of any wildlife or plant related offence in the past 5 years?									<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please provide details (offence, date)									

<b>3. Proposed activities</b>				
<input type="checkbox"/>	Storage of flora for supply purposes	<input checked="" type="checkbox"/>	Flora taken under previous DBCA licence, to take and supply	Licence No./s CP0000343
		<input type="checkbox"/>	Flora taken lawfully (clearing permit, exemption) for supply	Attach evidence of lawful take to this application (eg. approved building envelope if exemption Reg 5, Item 1, etc)
<b>6. Other information</b>				
Please attach any other documentation or comments relevant to your application eg. Proof of salvage/clearing permit documents etc				
<b>7. Duration of licence and fees (tick one)</b>				
Payment details on last page				
<b>Renewal</b> application fee	<input type="checkbox"/>	1 year	\$60	
	<input type="checkbox"/>	3 years	\$120	
<b>New</b> application fee	<input type="checkbox"/>	1 year	\$60	
	<input type="checkbox"/>	3 years	\$120	
<b>10. Use and disclosure of information</b>				
Information that you provide will be used and disclosed in accordance with sections 274 and 275 of the <i>Biodiversity Conservation Act 2016</i> (WA). This may include use for licence monitoring and compliance, to inform you of any licence or legislative requirements or changes, to seek your feedback on wildlife related licensing and legislation, and disclosure to other State and Commonwealth agencies for administration or enforcement purposes. You also consent to the release of information concerning the grant of the licence, and of any conditions of the licence, in response to inquiries made to the Department.				
<b>11. Declaration by applicant</b>				
<input checked="" type="checkbox"/>	Yes	I understand that there are penalties for making false or misleading statements in or in connection with a licence application and that making false or misleading statements may lead to the cancellation of my licence and may affect my ability to hold licences in the future. All details provided by me to DBCA in relation to this application are true and correct, and I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section above.		
Signed:			Date: 12/03/25	





Australian Government  
Australian Business Register



049

WESTERN PREMIUM SEEDS PTY LTD  
C/- AWT ACCOUNTANTS  
PO BOX 849  
JOONDALUP DC WA 6919

Our reference: 3611598162238  
Phone: 13 92 26  
ABN: 65 622 015 678

12 October 2017

## We have registered you on the Australian Business Register

Dear Sir/Madam

Your Australian business number (ABN) is **65 622 015 678**.

Your ABN registration is effective as of 11 October 2017.

Please check that the enclosed ABN details recorded for your business or organisation are correct and advise us if they are not.

### Your obligations

You're legally required to ensure your ABN details are kept up-to-date and you must notify the Registrar of any changes to your details within 28 days.

If you have an AUSkey you can update your ABN details online. AUSkey is a secure login that identifies you when you use participating government online services for business. If you don't have an AUSkey, but would like to register for one, go to [www.abr.gov.au/auskey](http://www.abr.gov.au/auskey)

For more information about connecting your ABN to your myGov account and using your myGov details to access government services for business, go to [www.ato.gov.au/ABNconnect](http://www.ato.gov.au/ABNconnect)

Alternatively, you can update your details by contacting us on **13 92 26** between 8.00am and 6.00pm, Monday to Friday.

The Registrar will periodically review your ABN registration. Where there is evidence that you're no longer entitled to hold an ABN your registration will be cancelled. Evidence of entitlement could include declaring business income in your income tax returns, and/or lodging activity statements within two years of your ABN registration.

If you've indicated that you require endorsement as a deductible gift recipient, income tax exempt fund or tax concession charity, an application will be sent to you shortly.

### Starting or running a business

The Australian Government's dedicated business website [www.business.gov.au](http://www.business.gov.au) is a one-stop shop for business information from all levels of government. The website provides a range of free tools including planning templates, checklists and how-to guides to help you work smarter, not harder. Find business information and support the easy way, visit [www.business.gov.au](http://www.business.gov.au) today.

Over the next year we'll be sending you a series of New to Business emails with information to help you manage and grow your business. You'll also receive emails from our Small Business Newsroom to keep you up to date with important tax and super news.

E01458-S00001-F152324

[abr.gov.au](http://abr.gov.au)

70060.3783-01-2017

**Australian Business Register**

Australian business number (ABN) : 65 622 015 678  
Entity name : WESTERN PREMIUM SEEDS PTY LTD  
ABN status : Active  
ABN registration date : 11 October 2017  
Postal address : C/- AWT ACCOUNTANTS  
PO BOX 849  
JOONDALUP DC WA  
6919  
Business address : 582 QUIN RD  
MUCKENBURRA WA  
6503  
Email address : clientlink@awtaccountants.com.au  
Type of entity : Australian Private Company  
ANZSIC code : 0301 - Forestry  
Australian Company Number (ACN) or  
Australian Registered Body Number (ARBN) : 622015678

**Associates**

The following are the associates of the entity:

Associate name	Position held
Mr QUINTAN HUSTEN	Company Shareholder
	Company Secretary
	Director
	Public Officer



# Certificate of Currency

## Public & Products Liability Insurance

This is to certify that in accordance with the authorisation granted under Contract No. P1L120672335 to the undersigned by Chubb Insurance Australia Limited (ABN 23 001 642 020 AFSL 239687), the said Insurer is hereby bound to insure in accordance with the terms and conditions contained herein or endorsed hereon.

**Date of issue: 22/01/2025**

<b>Policy No.</b>	CC1131589-2
<b>Insured</b>	Western Premium Seeds Pty Ltd Husten Family Trust / Trading as Western Premium seeds
<b>Underwriter</b>	Chubb Insurance Australia Limited (ABN 23 001 642 020 AFSL 239687)
<b>Policy Wording</b>	Public and Product Liability Policy Wording
<b>Business</b>	Seed Picking
<b>Period of Insurance</b>	From 10/02/2025 to 10/02/2026 4pm EST inclusive
<b>Location of Risk Postcode</b>	6503
<b>Limit of Indemnity</b>	<p><b>Section 1 (Public Liability)</b> \$10,000,000 any one occurrence or series of occurrences arising out of any one cause</p> <p><b>Section 2 (Products Liability)</b> \$10,000,000 any one occurrence or series of occurrences arising out of any one cause and in all during the Period of Insurance</p>
<b>Excess</b>	<p>\$500 each and every occurrence</p> <p>\$5,000.00 each and every Occurrence in respect of any claim for compensation against the Insured for:</p> <p>a) Personal Injury brought by, or on behalf of, any labour hire personnel, contractor, subcontractor, employee of any contractor or subcontractor;</p> <p>b) Personal Injury brought by, or on behalf of, any injured worker (as defined by any relevant workers' compensation legislation or similar scheme) other than an employee of the Insured; or</p> <p>c) the recovery of any payments by any workers' compensation insurer or self-insurer under the provisions of any relevant workers' compensation legislation or similar scheme, or at common law.</p>
<b>Geographical Limit</b>	Anywhere in the World except the United States of America, Canada and their respective protectorates and territories where this insurance will only apply in respect of the Insured's Product exported into such countries without the Insured's knowledge or non manual work carried out in the USA & Canada by Australian based directors, partners, office executives or employees.
<b>Condition/s</b>	<p>Please note if this policy is cancelled mid-term, a minimum of 6 months premium may be charged. In the event of a cancellation of a policy with an open claim, the premium may not be refunded.</p> <p>The following endorsement/s will apply, please refer to endorsement wording/s for full details:</p> <p>AU01 Sub Contractors Extension</p>

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**protecsure** ABN 26094 997 163 AFSL 238815

PO Box 1239 QVB Sydney NSW 1230

t 02 8251 6666

f 02 8088 7775

[www.protecsure.com.au](http://www.protecsure.com.au)



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Gabriele McDonald  
Managing Director  
22/01/2025



**11.1.3 REQUEST TO WAIVE FEES**

<b>Reporting Officer:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>Delegation Manual</b>
<b>Disclosure of Interest:</b>	<b>Impartiality</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Executive:** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

**REPORT PURPOSE**

For Council to consider a fee waiver for dumping of used tyres.

**BACKGROUND**

A request has been received from Daniel Birch on behalf of the Coorow Primary School Parents & Citizens Committee to waive the cost of dumping used tyres at the Coorow Waste Facility (please see email included in the attachments).

**COMMENT**

It has been requested that the fee be waived for 240 light vehicle tyres and 8 medium sized tractor tyres.

The costs that would be charged are \$1,648, which is above the delegation of the consideration of CEO to waive.

**STAKEHOLDER ENGAGEMENT**

Manager, Works and Services

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Shire of Coorow Delegation 1.2.21

**STRATEGIC IMPLICATIONS**

There are no strategic implication that relate to this matter.

**POLICY IMPLICATIONS**

There are no policy implications that relate to this matter.

**FINANCIAL IMPLICATIONS**

There would be a loss of \$1,648 in income.

**RISK IMPLICATIONS**

There are no risk implications for this matter.

**ATTACHMENTS**

1. Email from D Birch requesting fee waiver [↓](#)

**OFFICER RECOMMENDATION**

That Council

1. Authorise the waiver of \$1,648 to dump 240 light vehicle and 8 medium sized tractor tyres.
2. Advise Mr Birch that the Coorow Primary School P&C will be responsible to relocate the tyres to the Coorow Waste Facility.
3. Advise Mr Birch he is to liaise with the Manager, Works & Services to coordinate an access time to the Waste Facility.

**Mia Maxfield**

---

**From:** Daniel Birch <daniel@catalinafarms.com.au>  
**Sent:** Saturday, 1 March 2025 11:36 AM  
**To:** Mia Maxfield  
**Cc:** Jennifer Birch; WHYTE Jancy [Coorow Primary School]  
**Subject:** Request for waiving of tyre disposal fee for Coorow Primary School

Hello Mia,

Thanks for investigating the request to dispose of the redundant tyres from the school yard this week.

On behalf of Coorow Primary School, and the P&C Committee, I am requesting waiving of the tyre disposal fee in order to be able to dispose of 240 x light vehicle tyres and 8 x medium size tractor tyres from the school yard. Please see photo below for context. I can organise transport of the tyres directly to the disposal location out of town or as directed, to minimise the impact on Shire operational resources.

If you could please take this request to the next council meeting on March 19 on my behalf.

Regards,

**Daniel Birch**



Mob: 0408 028 514  
Add: 1528 Teasdale Rd, Coorow.  
Mailing Add: PO BOX 1, Coorow, WA 6515  
Email: [daniel@catalinafarms.com.au](mailto:daniel@catalinafarms.com.au)  
Web: [www.catalinafarms.com.au](http://www.catalinafarms.com.au)



**11.1.4 OUTBUILDING LOCAL PLANNING POLICY**

<b>Reporting Officer:</b>	<b>K Jackson, Contract Planner</b>
<b>Responsible Executive:</b>	<b>M Maxfield, Chief Executive Officer</b>
<b>File Reference:</b>	<b>Policy Manual</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Legislative:** Includes adopting local laws, local planning schemes and policies.

**REPORT PURPOSE**

The Shire of Coorow Outbuildings Local Planning Policy requires updating to have regard for recent planning legislation changes. Council also previously discussed at its November 2024 Concept Forum amending the outbuilding area requirements, relevant to smaller residential properties, to better meet the needs of its community. The draft Outbuildings Policy is now returned to Council for its consideration and this report recommends that the policy be adopted.

A copy of the Shire of Coorow Local Planning Policy, with the modifications considered necessary to give regard for the updated Regulations and Council's November 2024 discussion included as tracked changes, is provided as Attachment's.

**BACKGROUND**Determination Process Amendments

As part of its ongoing planning reforms the State Government has implemented changes to local government decision making roles relating to development applications for single houses and associated development.

This reform has introduced Part 4 of the *Planning and Development Amendment Act 2023* supported by amendments to *Schedule 2* of the *Planning and Development (Local Planning Schemes) Regulations* that:

- introduce a new section 257C into the Act which provides the ability for Regulations to specify that certain types of development applications must be determined by the officers of the local government; &
- amend Schedule 2 of the Regulations to specify that a single house development or any development associated with a single house, where not otherwise exempt, are to be determined by the local government CEO (or other local government officers authorised by the CEO).

In summary this means that the *Planning and Development (Local Planning Schemes) Regulations 2015* have been amended so that development applications for single houses or any development associated with a single house, and this includes outbuildings/sheds and ancillary dwellings/granny flats (excluding development associated with a heritage place), can now only be determined by the

local government CEO or authorised employees of the local government i.e. they explicitly cannot be determined by Council.

The new Clause 84 of the Regulations is provided below:

*“Division 2A — Performance of development approval functions in relation to single houses*

*84A Terms used*

*In this Division*

**authorised employee** means an employee of the local government authorised by the local government CEO under clause 84D;

**prescribed development approval function** means any of the following -

- (a) a function of the local government under clause 61A(2) or (4) or Part 8 or 9;
- (b) a function of approving further details of any works or use under a condition of a kind referred to in clause 74(1) imposed on a development approval;
- (c) a function of the local government under this Scheme that is ancillary or incidental to a function referred to in paragraph (a) or (b);

**prescribed single house development** has the meaning given in clause 84B.

*84B. Prescribed single house development*

(1) *In this Division, **prescribed single house development** means development that consists of -*

- (a) *the erection of, or alterations or additions to, a single house; or*
- (b) *the erection or installation of, or alterations or additions to, any of the following that is ancillary or incidental to a single house*
  - (i) *an ancillary dwelling;*
  - (ii) *an outbuilding;*
  - (iii) *an external fixture;*
  - (iv) *a boundary wall or fence;*
  - (v) *a patio;*
  - (vi) *a pergola;*
  - (vii) *a verandah;*
  - (viii) *a deck;*
  - (ix) *a garage;*
  - (x) *a carport.*

(2) *Despite subclause (1), development in a heritage-protected place is not **prescribed single house development**.*

*84C. Performance of prescribed development approval functions in relation to prescribed single house development*



- (1) When a prescribed development approval function is performed in relation to prescribed single house development, the function must be performed for and on behalf of the local government by –
  - (a) the local government CEO; or*
  - (b) an authorised employee.**
- (2) A prescribed development approval function cannot be performed by the local government in relation to prescribed single house development otherwise than in accordance with subclause (1) (for example, the function cannot be performed by the council of the local government or a committee of that council).*
- (3) In performing a prescribed development approval function for and on behalf of the local government in relation to prescribed single house development, the local government CEO or an authorised employee –
  - (a) is not subject to the direction of the council of the local government or a committee of that council; and*
  - (b) may, if the performance of the function is dependent on the opinion, belief or state of mind of the local government, perform the function on the opinion, belief or state of mind of the CEO or authorised employee (as the case requires).**

#### *84D. Authorisation of employees*

- (1) The local government CEO may authorise any employee of the local government to perform prescribed development approval functions for and on behalf of the local government in relation to prescribed single house development.*
- (2) An authorisation under this clause must be in writing and may be general or limited to prescribed development approval functions of a specified class.”*

Further information on this (and other previous) planning reforms can be viewed at the following link: [Planning and Development Amendment Act 2023 and Associated Regulations](#).

Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, projects, budgeting, strategic planning and community leadership, with the organisation focusing on the day-to-day operations of the Shire. The use of delegated authority means the large volume of routine work can be effectively managed and acted on promptly, to provide efficient service delivery to the community.

However, in the past Shire staff have referred shed applications that were considered to have potential for impact on the amenity of an area to Council for determination and the Shire's Outbuildings Local Planning Policy provide guidance on what type of developments should be referred to Council. Shire staff have also not refused shed applications in the past considering instead that it is reasonable for applicants to be given the opportunity to make a presentation to Council on the merits of their application in the interest of fairness. Also, this practice has ensured Councillors

are aware of applications that may have a higher level of interest and are fully aware of them and involved in their determination and not 'blindsided' by a community member who wishes to discuss a Shire determination on such an application.

With the recent Regulations amendments, however, Shire staff are now unable to present applications involving single houses and associated development, such as sheds and granny flats, to Council and must determine them at a staff level.

This might be viewed as an improvement in efficiency particularly with larger metropolitan Councils but also could be viewed as removing a democratic process whereby elected parties with a public mandate are making decisions, and is a less appropriate change in a rural and regional context.

The updating of the Regulations requires the Shire to amend its Outbuildings Local Planning Policy to remove reference to applications being placed before Council.

It is also suggested that the Outbuilding Local Planning Policy be expanded to include further text outlining that applications seeking to vary requirements of the policy must be accompanied by supporting reasoning, and must be advertised for comment prior to determination, and that they are unlikely to be supported without displaying significant merit, and the basis for this approach. The insertion of this additional text may provide some further assistance to Shire staff in the event they are required to refuse an application and defend this at the State Administrative Tribunal.

#### Outbuilding Floor Area Amendments

It is always good practice for Council to review its policies be they procedural, financial or planning on a regular basis to ensure they are current, address changing circumstances and meet Council's expectations.

Council considered its Outbuildings Local Planning Policy at its November 2024 Concept Forum with discussion given to the size and area requirements of the policy and exempting rural sheds from any limitations.

A review of recent Council approvals and refusals for outbuildings upon land zoned Residential R10 and higher density (i.e. residential lots less than 1,000m<sup>2</sup> in area) that were in excess of the Policy requirements bears out common variations being sought by applicants for the construction of outbuildings within the Shire.

The following outline is to provide Councillor's guidance in the consideration of whether the maximum aggregate area for outbuildings should be increased and whether any specific conditions should be applied relating to them.

#### **Existing Wall Height**

A maximum wall height of 4m appears to still be mostly sufficient for applications and there is no recommendation to increase this at this time.



### Existing Overall Height

A maximum overall height of 4.5m appears to still be mostly sufficient for applications and there is no recommendation to increase this at this time.

### Existing Aggregate Area

Applications and enquiries to construct outbuildings larger than 120m<sup>2</sup> are becoming more frequent. Council discussion at the November 204 Concept Forum indicated a level of support to increase the aggregate area permitted on R10 (and higher density) lots to 150m<sup>2</sup>.

**Table 1 - Examples of recent determinations**

4 Grigson Street, Green Head	160m <sup>2</sup>	Refused as Council October 2024
25 McGilp Street, Green Head	180m <sup>2</sup>	Refused at Council November 2024
51 Nairn Street, Leeman original application	180m <sup>2</sup>	Withdrawn & Amended
51 Nairn Street, Leeman amended application	143m <sup>2</sup>	Approved at Council December 2024
53 Nairn Street, Leeman original application	180m <sup>2</sup>	Withdrawn & Amended
53 Nairn Street, Leeman amended application	144m <sup>2</sup>	Approved at Council December 2024
25 McGilp Street, Green Head amended	144m <sup>2</sup>	Approved at Council December 2024
Enquiry	162m <sup>2</sup>	Enquiry only
Enquiry	155m <sup>2</sup>	Enquiry only
Enquiry	144m <sup>2</sup>	Enquiry only

The following maximum standards apply to outbuildings under the current policy:

**Table 2 – Current Shire of Coorow Outbuilding Policy Requirements**

Zone	Maximum area	Maximum wall height*	Maximum roof height*
Rural (lots above 20ha)	Exempt from the area and height requirements of this policy		
Rural lots (i.e. 4-20ha)	240m <sup>2</sup>	5	6.5
Rural Residential (i.e. 1-4ha lots)	200m <sup>2</sup>	5m	6.5m
R5 Residential and lower density (i.e. residential lots generally above 2,000m <sup>2</sup> )	180m <sup>2</sup>	4.5m	5m
R10 Residential and higher density (i.e. residential lots generally less than 1,000m <sup>2</sup> )	120m <sup>2</sup>	4m	4.5m

*\*all height measurements taken from natural ground level*

As a basis for comparison **Table 3** provides the outbuilding sizes permitted in neighbouring local governments.

**Table 3 – Neighbouring Local Government Outbuilding Policy Requirements**

Maximum standards	Shire of Three Springs	Shire of Mingenew	Shire of Irwin	Shire of Dandaragan	Shire of Carnamah	Shire of Coorow
<b>Residential &amp; Townsite (R10 and higher density) (i.e. lots generally &gt; 1,500m<sup>2</sup>)</b>						
Area (total aggregate)	80m <sup>2</sup>	80m <sup>2</sup>	120m <sup>2</sup> (90m <sup>2</sup> enclosed/ 30m <sup>2</sup> open)	80m <sup>2</sup>	60	120m <sup>2</sup>
Wall Height	4m	4m	3.6m	3.6m	2.4	4m
Overall Height	5m	5m	4.5m	4.5m	4.2	4.5m
<b>Residential (R5 and lower density) (i.e. lots generally &lt; 1,500m<sup>2</sup>)</b>						
Area (total aggregate)	80m <sup>2</sup>	200m <sup>2</sup>	240m <sup>2</sup> (180m <sup>2</sup> enclosed/ 60m <sup>2</sup> open)	80m <sup>2</sup>	60	180m <sup>2</sup>
Wall Height	4m	4m	4.2	3.6m	2.4	4.5m
Overall Height	5m	5m	5m	4.5m	4.2	5m
<b>Rural Residential (Lots &gt; 4 ha)</b>						
Area (total aggregate)	240m <sup>2</sup>	-	330m <sup>2</sup> (240m <sup>2</sup> enclosed/ 90m <sup>2</sup> open)	300m <sup>2</sup>	-	200m <sup>2</sup>
Wall Height	4.5m	-	4.8m	4m	-	5m
Overall Height	5.5m	-	6.5	5.5m	-	6.5m

*\*all height measurements taken from natural ground level*

#### COMMENT

It is recommended in-line with Council's November 2024 Concept Forum discussion that the following amendments be made to the maximum outbuilding area.

**Existing Policy:**

Residential zoned land - R10 and higher density - 120m<sup>2</sup> in area with a maximum wall height of 4m and a total maximum height of 4.5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 1 of the Residential Design Codes or any specific Scheme requirement).

**Proposed change:**

Residential zoned land - R10 and higher density – 150m<sup>2</sup> in area with a maximum wall height of 4m and a total maximum height of 4.5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 1 of the Residential Design Codes or any specific Scheme requirement).

This suggested change would mean that a 'line in the sand' is drawn more clearly, in that an application that complies with the policy requirements would be approved without advertising. It would also make clear that any application seeking to undertake development of greater, or higher, dimensions, or closer to neighbouring or street boundaries must be accompanied by supporting information outlining the reasons for seeking variation, and any application that proposes variation to the policy would be advertised for comment with a likelihood that it may be refused (unless significant merit is demonstrated).

In practice, it is considered the policy could still provide some flexibility, where an application is considered to offer very minor variation, and when it is advertised for comment it is supported by neighbours. However, where applications propose more significant variation the updated policy makes clear that the requirements have been established through good planning practice and regard for amenity and provide a solid basis for refusing applications.

**STAKEHOLDER ENGAGEMENT**

Schedule 2 Part 2 Division 2 Clauses 4 & 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires that Council advertise the amendment of a Local Planning Policy for a minimum period of 21 days with a notice being placed on the Shire website. At the conclusion of the advertising period Council can review any submission received and proceed with the policy with/without modification, or not proceed with the policy.

Council may therefore wish to advertise the proposed modification to its Outbuildings Policy, and consider this matter again at a future meeting.

However, the Officer Recommendation does not suggest that consultation be undertaken in this instance, as the proposed modifications are considered minor, given that they reference the determination changes already introduced by overriding legislation, and increase the maximum floor area requirements for smaller Residential lots in-line with recent Council approval precedents.

**STATUTORY ENVIRONMENT**

Schedule 2 Part 2 Division 2 Clauses 4 & 5 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* establishes the procedure for amending Local Planning Policies.

*“3 Local planning policies*

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
- (2) A local planning policy —*
  - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
  - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*
- (4) The local government may amend or repeal a local planning policy.*
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*

*4 Procedure for making local planning policy*

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
  - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of —*
    - (i) the subject and nature of the proposed policy; and*
    - (ii) the objectives of the proposed policy; and*
    - (iii) how the proposed policy is made available to the public in accordance with clause 87; and*
    - (iv) the manner and form in which submissions may be made;*
    - (v) the period for making submissions and the last day of that period.*
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than a period of 21 days after the day on which the notice is first published under subclause (1)(a).*
- (3) After the expiry of the period within which submissions may be made, the local government must —*
  - (a) review the proposed policy in the light of any submissions made; and*

- (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if —
  - (a) the proposed policy amends or replaces a deemed-to-comply provision of the R-Codes; and
  - (b) under the R-Codes, the Commission's approval is required for the policy; and
  - (c) the Commission has not approved the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government must ensure that an up-to-date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.
- (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).
- 5 Procedure for amending local planning policy
  - (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.
- 6 Revocation of local planning policy
 

A local planning policy may be revoked —

  - (a) by a subsequent local planning policy that —
    - (i) is prepared in accordance with this Part; and
    - (ii) expressly revokes the local planning policy;

or

  - (b) by a notice of revocation —
    - (i) prepared by the local government; and
    - (ii) published by the local government in accordance with clause 87."

Given that the determination aspects of the policy amendments are required by overriding legislative changes it considered they should be made under Schedule 2 Part 2 Clause 5(2) (i.e. without further advertising). Similarly it is suggested that the proposed increase in policy delegation relevant to outbuilding floor area is minor in nature, and in line with recent Council precedents and can also be considered under Schedule 2 Part 2 Clause 5(2). However, should Council wish to advertise the draft amended policy for comment it has the ability to do so.

## STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

## POLICY IMPLICATIONS

Where Council wishes to establish its own development guidelines and assessment criteria a Local Planning Policy can be more suited than Local Planning Scheme provisions and allow for more local planning considerations than the state-wide R-Codes. A Policy is still considered as reasonable basis for a local government to make determinations, and is an instrument that must be given due regard

in instances where a development decision is appealed to the State Administrative Tribunal, but a Policy also has an improved, more responsive ability to be modified by Council where it considers that a Policy is no longer in-line with its planning, or the local government considers that an individual application should be supported based upon its displayed merits.

### **POLICY – HOUSING AND COMMUNITY AMENITIES**

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire and provide a consistent approach to approving land use and development.

Sub Section: Town Planning and Regional Development

Policy Number: 6.6.4

Policy Subject: Outbuildings

**Policy Statement:** Pre-fabricated garden sheds, “cubby houses”, kennels and other animal enclosures (such as aviaries, stables) less than 9m<sup>2</sup> in total aggregate area and less than 2.0m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the residence, and of a design and colour considered in keeping with the amenity of the area by the Local Government.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which this Policy is designed to achieve before making its determination.

**Objectives:** The objectives of this Local Planning Policy are:

#### **FINANCIAL IMPLICATIONS**

Nil

#### **RISK IMPLICATIONS**

Nil

#### **ATTACHMENTS**

##### **1. Draft Outbuilding Local Planning Policy** [↓](#)

#### **OFFICER RECOMMENDATION**

That Council resolve, pursuant to Schedule 2 Part 2 Division of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulation 2015* to amend it's Shire of Coorow Outbuildings Local Planning Policy, subject to the modifications as contained in the attached.

**Definitions:**

**‘Outbuilding’** means an enclosed non-habitable structure that is detached from any dwelling. For the purpose of this policy an open sided, roofed patio completely detached from the dwelling is also considered an outbuilding. For the purpose of this policy a non-enclosed addition to an existing outbuilding (e.g. verandah, patio, lean-to or carport etc.) shall constitute an extension to that outbuilding.

**'Garage'** means any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to a dwelling.

**'Enclosed'** means an area bound on three or more sides by a permanent wall and covered in water impermeable material.

**'Non-habitable'** means a Class 10 building as defined under the Building Code of Australia.

*Note: For a structure detached from the dwelling to be considered 'habitable' it must be built to a Class 1 standard as prescribed under the Building Code of Australia (i.e. must contain ablution, kitchen, laundry facilities etc.).*

**'Detached'** means detached in the sense of 'not belonging', 'standing apart' or 'not contiguous' to another building and being of a 'free standing' nature.

*Note: If a new structure is proposed to be connected to any part of an existing habitable building (i.e. via verandah, walkway, breezeway, carport, garage etc.) then for it NOT to be considered an outbuilding it must be constructed in the same materials and finish to the existing habitable building. If not then the proposed structure shall be considered an 'attached' outbuilding.*

Guidelines: (1) Maximum standards for outbuildings are prescribed as follows:

- (a) Residential zoned land - R10 and higher density – 150m<sup>2</sup> 420m<sup>2</sup> in aggregate area with a maximum wall height of 4m and a total maximum height of 4.5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 4B of the Residential Design Codes or any specific Scheme requirement).
- (b) Residential zoned land – R5 and lower density - 180m<sup>2</sup> in aggregate area with a maximum wall height of 4.5m and a total maximum height of 5m measured from natural ground level. (These area requirements do not override the open space requirements of Table 1 of the Residential Design Codes or any specific Scheme requirement).
- (c) Rural Residential zoned land - 200m<sup>2</sup> in aggregate area with a maximum wall height of 5m and a total maximum height of 6.5m measured from natural ground level.
- (d) Rural zoned land generally less than 20ha and adjacent to settlements or within a town site boundary - 240m<sup>2</sup> in aggregate area with a maximum wall height of 5m and a total maximum height of 6.5m measured from natural ground level.

- (e) Rural zoned land greater than 20ha and not adjacent to settlements or within a town site boundary are not limited by this policy.
- (2) Regardless of zoning, in the case of lots with the potential for further subdivision, outbuildings may be approved by the Local Government that meet the maximum standards comparable to the size of the lot. In considering applications of this type due regard will be given to the objectives of this policy, and in order to protect the future amenity of the lots once subdivided, the Local Government may impose a condition of approval requiring that a legal agreement be lodged with the Local Government requiring that in the event of further subdivision of that property, the outbuilding must be removed or reduced in size to conform with this policy.
- (3) The erection of an outbuilding on vacant Residential and Rural Residential zoned land shall not be approved unless the applicant or their builder has been issued with a Building Permit by the Local Government for the construction of a residence upon that lot, and the builder has commenced construction of the residence up to slab height or erection of the sub-floor structure (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).
- (4) Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any residential habitation, commercial or industrial use without the prior approval of the Local Government.
- (5) The storage of any items in connection with a commercial or industrial operation (e.g. crappots, building materials, etc.) upon Residential or Rural-Residential zoned land, is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards as prescribed in this Policy.
- (6) Regardless of zoning, on lots of 4ha or less, an outbuilding is to be located behind or to the side, but not forward of any existing dwelling on the lot unless the outbuilding is consistent in design and constructed in the same materials and colours as the dwelling.
- (7) All outbuildings proposed to be constructed in the South Bay subdivision are to be clad of non-reflective material as required by the South Bay Development Guidelines Local Planning Policy.

Application Process: Applications that propose variation to any part of the Policy will require consultation by means of the Shire writing directly to the surrounding landowners inviting comment *in accordance with Clause 64 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015.*~~and~~



~~placement of an advisory sign on-site for a period of not less than 14 days, prior to the application and any received submissions being placed before a meeting of Council for consideration.~~

Applications seeking variation to any part of this policy are required to be accompanied by relevant detailed plans (site plan, floor plan, elevations displaying finished floor level relevant to natural ground level and schedule of materials and colours) and supporting information outlining the reasons for seeking the variation and demonstrating how the development will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.

- Notes:
- (i) The advertising of a received application that proposes variation to any part of the Policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.
  - (ii) The Local Government in determining the application will take into account the submissions received but is not obliged to support those views.
  - (iii) ~~The requirements of this policy have been formulated with regard for the preservation of the amenity of the surrounding area and as a general principle variation to these requirements will not be supported.~~
  - (iv) ~~The Shire will only consider variations to the maximum standards in exceptional circumstances where significant merit is demonstrated.~~

Resolution No: 2008-200, 2009-010, 2009-103, 2010-093, 2016-110, ~~2025-X~~

Resolution Date: 19 November 2008, 18 February 2009, 15 July 2009, 16 June 2010, 21 September 2016, ~~19 March 2025~~

Source: Shire of Coorow Local Planning Scheme No.3  
Residential Design Codes of Western Australia (2013)

Date of Review: Annually

Review Responsibility: Chief Executive Officer

**11.2 DEPUTY CHIEF EXECUTIVE OFFICER****11.2.1 LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND FOR THE MONTH OF FEBRUARY 2025**

<b>Reporting Officer:</b>	<b>N Burley, Accounts Officer</b>
<b>Responsible Executive:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0652</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Review:** When Council reviews decisions made by officers.

**REPORT PURPOSE**

For Council to accept the list of accounts paid since the last list was prepared.

**BACKGROUND**

The Chief Executive Officer has been delegated authority to make payments from the Municipal account. The Local Government (Financial Management) Regulations 1996 require a list of payments made under delegated authority to be prepared each month and presented to the next ordinary meeting of Council following the preparation of the list.

**COMMENT**

The list has been prepared showing payments made under delegation during the month of February 2025.

**STAKEHOLDER ENGAGEMENT**

Nil

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*  
*-s13 List of accounts*

**STRATEGIC IMPLICATIONS**

<b>STRATEGIC PRIORITIES</b>	<b>Outcome</b>	<b>Strategy</b>
4. Civic Leadership	4.3 Skilled and well supported team	<ul style="list-style-type: none"> <li>External audits and reviews confirm compliance to</li> </ul>

Leadership that provides strategic direction for the community, supported by efficient and effective service delivery.		ensure governance policies and procedures are in accordance with legislative requirements
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**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<p>Legal &amp; Compliance:</p> <p>In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.</p>	Rare	Minor	Low	<p>Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.</p> <p>This review process should help to ensure that payments are always made under the correct authority</p>

## ATTACHMENTS

1. List of Accounts February 2025 [↓](#)**OFFICER RECOMMENDATION**

That Council notes

1. That the list of accounts paid under delegated authority for the month of February 2025 as presented be accepted.

<b>EFTs</b>	<b>21943 - 22055</b>	<b>\$1,167,913.00</b>
<b>Cheques</b>	<b>13 – 17</b>	<b>\$1,404.70</b>
<b>Payroll DD's</b>	<b>12/02/2025, 26/02/2025</b>	<b>\$178,888.42</b>
<b>Direct Debits</b>	<b>29/01/2025, 2/02/2025, 11/02/2025</b>	<b>\$4,901.57</b>
	<b>TOTAL</b>	<b>\$1,353,107.69</b>

## List of Accounts paid from Municipal Funds - FEBRUARY 2025

Chq/EFT	Date	Name	Amount
EFT21943	10/02/2025	CORSIGN WA PTY LTD	\$ 158.40
EFT21944	10/02/2025	TEAM GLOBAL EXPRESS PTY LTD (TOLL)	\$ 572.33
EFT21945	10/02/2025	THREE SPRINGS MEDICAL CENTRE	\$ 704.00
EFT21946	10/02/2025	MAXIMUM IMPACT	\$ 7,419.50
EFT21947	10/02/2025	THOMAS TREE SERVICES	\$ 1,815.00
EFT21948	10/02/2025	FEGAN BUILDING SURVEYING	\$ 990.00
EFT21949	10/02/2025	WA CONTRACT RANGER SERVICES PTY LTD	\$ 10,763.50
EFT21950	10/02/2025	KRISTO ORMA PHOTOGRAPHY & VIDEOGRAPHY	\$ 1,999.00
EFT21951	10/02/2025	GLH PLUMBING AND GAS	\$ 5,483.31
EFT21952	10/02/2025	LATERAL ASPECT	\$ 5,660.33
EFT21953	10/02/2025	COOPER & OXLEY GROUP PTY LTD	\$ 76,463.44
EFT21954	10/02/2025	TREPHLEENE PTY LTD (CANINE CONTROL)	\$ 3,000.00
EFT21955	10/02/2025	BRUCE ROCK ENGINEERING	\$ 2,129.81
EFT21956	10/02/2025	GOLDFIELDS TRUCKPOWER	\$ 386,485.50
EFT21957	10/02/2025	AMY CAMPBELL	\$ 20.00
EFT21958	10/02/2025	LG BEST PRACTICES PTY LTD	\$ 3,036.00
EFT21959	10/02/2025	SPORTS ENTERTAINMENT NETWORK	\$ 451.00
EFT21960	10/02/2025	STONE MAESTRO	\$ 7,380.00
EFT21961	10/02/2025	QHSE INTEGRATED SOLUTIONS PTY LTD (T/A SKYTRUST)	\$ 493.90
EFT21962	10/02/2025	FAMILY SHOPPING CTR ( KEENE & YULI ENTERPRISES PTY LTD )	\$ 350.03
EFT21963	10/02/2025	AUSTRALIA POST COOROW (KEENE & YULI ENTERPRISES PTY LTD)	\$ 145.08
EFT21964	10/02/2025	WATERSHED ENTERPRISE SOLUTIONS PTY LTD	\$ 387.59
EFT21965	10/02/2025	SAM CURULLI	\$ 1,358.88
EFT21966	10/02/2025	AVON WASTE	\$ 33,658.33
EFT21967	10/02/2025	BUNNINGS	\$ 2,013.10
EFT21968	10/02/2025	BOC GASES	\$ 56.96
EFT21969	10/02/2025	BLACKWOOD	\$ 472.49
EFT21970	10/02/2025	CHEFMASTER	\$ 316.27
EFT21971	10/02/2025	CENTRAL MIDLANDS STEEL MOORA	\$ 2,650.50
EFT21972	10/02/2025	FIRE AND SAFETY SUPPLIES WA	\$ 750.27
EFT21973	10/02/2025	FUEL DISTRIBUTORS	\$ 21,295.06
EFT21974	10/02/2025	FRONTLINE FIRE & RESCUE EQUIPMENT	\$ 721.18
EFT21975	10/02/2025	FREO STONE	\$ 20,444.48
EFT21976	10/02/2025	GERALDTON INDUSTRIAL SUPPLIES - ATOM SUPPLY	\$ 706.44
EFT21977	10/02/2025	JP & TC INVESTMENTS PTY LTD (GREEN HEAD GENERAL STORE)	\$ 778.64
EFT21978	10/02/2025	HERSEY'S SAFETY PTY LTD	\$ 48.40
EFT21979	10/02/2025	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	\$ 74.10
EFT21980	10/02/2025	LANDGATE	\$ 144.09
EFT21981	10/02/2025	MCDONALDS WHOLESALERS (BDP DISTRIBUTION PTY LTD)	\$ 1,471.60
EFT21982	10/02/2025	MAIN STREET HARDWARE COOROW	\$ 759.39
EFT21983	10/02/2025	MARKETFORCE PTY LTD ( OMNICOM MEDIA GROUP AUSTRALIA PTY LTD)	\$ 832.91
EFT21984	10/02/2025	NUSTEEL PATIOS & SHEDS MOORA	\$ 2,352.90
EFT21985	10/02/2025	OFFICEWORKS BUSINESS DIRECT	\$ 356.17
EFT21986	10/02/2025	QUANTOCK S & L ELECTRICS	\$ 3,336.83
EFT21987	10/02/2025	SYNERGY	\$ 12,746.12
EFT21988	10/02/2025	STEWART & HEATON CLOTHING PTY LTD	\$ 1,406.06
EFT21989	10/02/2025	SLING LIFT & RIGGING PTY LTD	\$ 418.00
EFT21990	10/02/2025	TELSTRA LIMITED (CORPORATION)	\$ 2,285.88
EFT21991	10/02/2025	TOOLMART	\$ 13,836.00
EFT21992	10/02/2025	WESTRAC EQUIPMENT	\$ 270,490.61
EFT21993	10/02/2025	WALLIS COMPUTER SOLUTIONS	\$ 2,672.73

EFT21994	10/02/2025	CIARA MANTON	\$ 75.00
EFT21995	10/02/2025	COOROW LATHAM NETBALL CLUB	\$ 75.00
EFT21996	10/02/2025	GREEN HEAD MEN'S SHED	\$ 2,500.00
EFT21997	10/02/2025	AINSLIE OLGA MAEDA	\$ 100.00
EFT21998	10/02/2025	SHIRE OF COOROW	\$ 68.84
EFT22000	21/02/2025	HELENS CLEANING SERVICE	\$ 670.00
EFT22001	21/02/2025	STONE MAESTRO	\$ 9,647.00
EFT22002	21/02/2025	SAM CURULLI	\$ 630.95
EFT22003	21/02/2025	BETHANNIE LAPPIN	\$ 219.96
EFT22004	26/02/2025	INTERFIRE AGENCIES PTY LTD	\$ 2,013.97
EFT22005	26/02/2025	CORSIGN WA PTY LTD	\$ 220.00
EFT22006	26/02/2025	ELDERS RURAL SERVICES AUSTRALIA LTD	\$ 187.00
EFT22007	26/02/2025	TEAM GLOBAL EXPRESS PTY LTD (TOLL)	\$ 658.42
EFT22008	26/02/2025	NAPA AUTO PARTS	\$ 466.44
EFT22009	26/02/2025	BRANDWORX	\$ 464.90
EFT22010	26/02/2025	MOTORPASS	\$ 528.52
EFT22011	26/02/2025	ALLMARK & ASSOCIATES PTY LTD	\$ 3,410.00
EFT22012	26/02/2025	FEGAN BUILDING SURVEYING	\$ 990.00
EFT22013	26/02/2025	WA CONTRACT RANGER SERVICES PTY LTD	\$ 11,338.25
EFT22014	26/02/2025	INFOCOUNCIL PTY LTD	\$ 1,485.00
EFT22015	26/02/2025	GLH PLUMBING AND GAS	\$ 7,379.34
EFT22016	26/02/2025	FILTERS PLUS WA	\$ 384.51
EFT22017	26/02/2025	BOOEASY	\$ 650.10
EFT22018	26/02/2025	HS COMPANY PTY LTD T/AS HARDY SPICER	\$ 164.52
EFT22019	26/02/2025	TREPHLEENE PTY LTD (CANINE CONTROL)	\$ 3,000.00
EFT22020	26/02/2025	ALFA MANAGEMENT	\$ 1,200.00
EFT22021	26/02/2025	MIDWEST COASTAL PAINTING	\$ 13,839.38
EFT22022	26/02/2025	CENTRAL FUMIGATION & PEST MANAGEMENT SERVICES (WILKIN PTY LTD)	\$ 745.00
EFT22023	26/02/2025	ENVIRO PIPES PTY LTD	\$ 3,828.00
EFT22024	26/02/2025	BEAN KL	\$ 693.57
EFT22025	26/02/2025	BLACKWOOD	\$ 563.20
EFT22026	26/02/2025	AUSTRALIAN TAXATION OFFICE	\$ 58,238.00
EFT22027	26/02/2025	COOROW BRANCH OF CWA	\$ 1,300.00
EFT22028	26/02/2025	COOROW FUEL SUPPLY	\$ 18,776.76
EFT22029	26/02/2025	IT VISION SOFTWARE PTY LTD (TRADING AS READYTECH)	\$ 825.00
EFT22030	26/02/2025	SHIRE OF IRWIN	\$ 7,785.08
EFT22031	26/02/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	\$ 2,195.00
EFT22032	26/02/2025	NUTRIEN AG SOLUTIONS LTD	\$ 7,784.39
EFT22033	26/02/2025	MAJOR MOTORS PTY LTD	\$ 134.19
EFT22034	26/02/2025	METTAMS VEHICLE SOLUTIONS (HI - RANGE OZ PTY LTD)	\$ 170.00
EFT22035	26/02/2025	MARTINS TRAILER PARTS PTY LTD	\$ 202.13
EFT22036	26/02/2025	MAIN STREET HARDWARE COOROW	\$ 312.33
EFT22037	26/02/2025	OFFICEWORKS BUSINESS DIRECT	\$ 735.41
EFT22038	26/02/2025	LOCAL WORKS (POLSTAR HOLDINGS PTY LTD)	\$ 524.04
EFT22039	26/02/2025	QUANTOCK S & L ELECTRICS	\$ 1,178.34
EFT22040	26/02/2025	RBC-RURAL	\$ 435.24
EFT22041	26/02/2025	RICOH FINANCE	\$ 421.86
EFT22042	26/02/2025	REDFISH TECHNOLOGIES PTY LTD	\$ 10,947.20
EFT22043	26/02/2025	SYNERGY	\$ 12,505.96
EFT22044	26/02/2025	STEWART & HEATON CLOTHING PTY LTD	\$ 132.48
EFT22045	26/02/2025	SLING LIFT & RIGGING PTY LTD	\$ 1,971.89
EFT22046	26/02/2025	STIHL SHOP MIDLAND	\$ 321.50
EFT22047	26/02/2025	THINK WATER GERALDTON	\$ 3,103.05
EFT22048	26/02/2025	WESTRAC EQUIPMENT	\$ 1,243.24
EFT22049	26/02/2025	WATER CORPORATION	\$ 47,825.39

EFT22050	26/02/2025	WALLIS COMPUTER SOLUTIONS	\$ 214.50
EFT22051	27/02/2025	ENEABBA SUPER STORE PTY LTD	\$ 301.72
EFT22052	27/02/2025	BUILDING & CONSTRUCTION INDUSTRY (CTF)	\$ 128.49
EFT22053	27/02/2025	BUILDING AND ENERGY DIVISION - DEPARTMENT OF MINES, INDUSTRY REGULATIONS AND SAFETY	\$ 1,292.88
EFT22054	27/02/2025	NATURE TOURISM SERVICES	\$ 4,319.70
EFT22055	27/02/2025	SHIRE OF COOROW	\$ 28.25
		<b>TOTAL EFT PAYMENTS</b>	<b>\$ 1,167,913.00</b>
DDEBIT	12/02/2025	PAYROLL	\$ 88,417.55
DDEBIT	26/02/2025	PAYROLL	\$ 90,470.87
		<b>TOTAL PAYROLL PAYMENTS</b>	<b>\$ 178,888.42</b>
13	10/02/2025	GREEN HEAD COAST CARE GROUP	\$ 319.70
14	12/02/2025	FAMILY SHOPPING CTR ( KEENE & YULI ENTERPRISES PTY LTD )	\$ 290.00
15	12/02/2025	SHIRE OF COOROW	\$ 257.50
16	26/02/2025	FAMILY SHOPPING CTR ( KEENE & YULI ENTERPRISES PTY LTD )	\$ 280.00
17	26/02/2025	SHIRE OF COOROW	\$ 257.50
		<b>TOTAL CHEQUE PAYMENTS</b>	<b>\$ 1,404.70</b>
DD31868.1	29/01/2025	COMMONWEALTH BANK	\$ 4,781.58
DD31882.1	02/02/2025	TELSTRA LIMITED (CORPORATION)	\$ 67.50
DD31882.2	11/02/2025	TELSTRA LIMITED (CORPORATION)	\$ 52.49
		<b>TOTAL DIRECT DEBITS</b>	<b>\$ 4,901.57</b>
		<b>TOTAL PAYMENTS</b>	<b>\$ 1,353,107.69</b>

**11.2.2 LIST OF ACCOUNTS PAID USING TRANSACTION CARDS - FEBRUARY 2025**

<b>Reporting Officer:</b>	<b>N Burley, Accounts Officer</b>
<b>Responsible Executive:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0352</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Review:** When Council reviews decisions made by officers.

**REPORT PURPOSE**

To present the list of payments made by authorised employees using credit and fuel cards for the period of February 2025.

**BACKGROUND**

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be presented to Council at the next ordinary meeting of Council after the list has been prepared. Regulations prescribe the information to be contained in the report.

Where appropriate, officers have been authorised to make payments using credit cards in accordance with the Corporate Credit Card Policy FIN-004. The CEO has also authorised all staff to use fuel cards assigned to Shire vehicles for purchasing of fuel to meet operational requirements. All staff are required to sign a fuel card agreement and act in accordance with said agreement. The list of payments made by authorised employees using transaction cards has been prepared for all payments made since the previous period reported.

**COMMENT**

Payments using credit and fuel cards for the Month of February 2025 is as per below.

<b>Payment Type</b>	<b>Reference/Description</b>	<b>Combined Total</b>
<b>Fuel Cards</b>	<b>EFT22010 – Motorpass</b>	<b>\$528.52</b>
<b>Fuel Cards</b>	<b>EFT22028 – Coorow Fuel</b>	<b>\$18,776.76</b>
<b>Credit Card</b>	<b>DD31868.1</b>	<b>\$4,781.58</b>

Attachment 1 provides the detail required by legislation.

**STAKEHOLDER ENGAGEMENT**

Nil



**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

13A. Payments by employees via purchasing cards

**STRATEGIC IMPLICATIONS**

The list of transaction cards report has been prepared having regard to the Shire of Coorow's Integrated Strategic Plan 2022 -2032, adopted by Council.

STRATEGIC PRIORITIES	Outcome	Strategy
4. Civic Leadership Leadership that provides strategic direction for the community, supported by efficient and effective service delivery.	4.3 Skilled and well supported team	<ul style="list-style-type: none"> <li>External audits and reviews confirm compliance to ensure governance policies and procedures are in accordance with legislative requirements</li> </ul>

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.  This review process should help to ensure that payments are always made

authorised in advance by an absolute majority of Council.				under the correct authority
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**ATTACHMENTS****1. List of Accounts using Transaction Cards February 2025** [↓](#)**OFFICER RECOMMENDATION**

That Council receives the list of payments made using credit and fuel cards for the Month of February 2025 as listed in Attachment 1.

## List of Accounts paid using Transaction Cards - FEBRUARY 2025

CHEQUE/EFT	DATE	TRANSACTION	AMOUNT
<b>FUEL CARDS</b>			
EFT22010	26/02/2025	FUEL CARD #50261089 - CW0042	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #52733754 - CW0051	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #56733057 - CW0052	\$ 205.20
EFT22010	26/02/2025	FUEL CARD #56733057 - CW0052	\$ 0.83
EFT22010	26/02/2025	FUEL CARD #56733057 - CW0052	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #61718853 - CW0044	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 51.50
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 0.83
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 3.29
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 82.41
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 0.83
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 38.80
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 0.83
EFT22010	26/02/2025	FUEL CARD #61718861 - CW0045	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #62025605 - CW0043	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #62025647 - CW0053	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 14.00
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 55.86
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 0.83
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 6.59
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 14.00
EFT22010	26/02/2025	FUEL CARD #61935002 - CW0038	\$ 6.59
<b>TOTAL PAID TO MOTORPASS</b>			<b>\$ 528.52</b>
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (55.97 LTRS) - CW001	\$ 103.49
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (25.52 LTRS) - CW0023	\$ 47.19
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (21.62 LTRS) - CW0023	\$ 39.98
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (24.87 LTRS) - CW0023	\$ 45.98
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (30.92 LTRS) - CW0023	\$ 57.17
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (74.94 LTRS) - CW3518	\$ 138.56
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (90.75 LTRS) - CW3518	\$ 167.80
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (130.18 LTRS) - CW3518	\$ 240.70
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (124.40 LTRS) - CW3518	\$ 230.02
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (35.04 LTRS) - CW002	\$ 64.79
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (54.89 LTRS) - CW002	\$ 101.49
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (40.24 LTRS) - CW002	\$ 74.40
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (70.70 LTRS) - CW002	\$ 130.72
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (45.98 LTRS) - CW002	\$ 85.02
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (70.02 LTRS) - CW002	\$ 129.47
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (85.84 LTRS) - CW00	\$ 158.72

EFT22028	26/02/2025	DIESEL - JANUARY 2025 (97.20 LTRS) - CW00	\$ 179.72
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (93.74 LTRS) - CW00	\$ 173.33
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (121.64 LTRS) - CW00	\$ 224.91
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (57.74 LTRS) - CW003	\$ 106.76
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (110.70 LTRS) - CW003	\$ 110.70
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (69.94 LTRS) - CW003	\$ 129.32
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (73.21 LTRS) - CW003	\$ 135.37
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (360.00 LTRS) - CW009	\$ 665.64
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (384.79 LTRS) - CW009	\$ 711.48
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (358.88 LTRS) - CW009	\$ 663.57
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (345.93 LTRS) - CW009	\$ 639.62
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (393.37 LTRS) - CW009	\$ 727.34
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (394.65 LTRS) - CW009	\$ 729.71
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (403.79 LTRS) - CW009	\$ 746.61
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (270.22 LTRS) - CW009	\$ 499.63
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (405.76 LTRS) - CW005	\$ 750.25
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (328.12 LTRS) - CW005	\$ 606.69
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (284.28 LTRS) - CW005	\$ 525.63
EFT22028	26/02/2025	UNLEADED - JANUARY 2025 (30.63 LTRS) - CW3505	\$ 56.63
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (130.15 LTRS) - CW3505	\$ 240.65
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (120.05 LTRS) - CW0010	\$ 221.97
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (360.86 LTRS) - CW0010	\$ 667.23
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (384.92 LTRS) - CW0010	\$ 711.72
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (181.58 LTRS) - CW0010	\$ 335.74
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (212.72 LTRS) - CW0010	\$ 393.32
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (171.49 LTRS) - CW0010	\$ 317.09
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (13.76 LTRS) - TANKER CW3315	\$ 25.44
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (260.22 LTRS) - TANKER CW3315	\$ 481.15
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (344.49 LTRS) - TANKER CW3315	\$ 636.96
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (0.26 LTRS) - TANKER CW3315	\$ 0.48
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (313.55 LTRS) - TANKER CW3315	\$ 579.75
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (240.98 LTRS) - CW004	\$ 379.01
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (124.14 LTRS) - CW004	\$ 229.53
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (180.73 LTRS) - CW004	\$ 334.17
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (194.03 LTRS) - CW004	\$ 358.76
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (284.99 LTRS) - CW004	\$ 526.95
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (229.11 LTRS) - CW004	\$ 423.62
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (19.07 LTRS) - CW0052	\$ 35.26
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (32.48 LTRS) - CW0052	\$ 60.06
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (32.81 LTRS) - CW0043	\$ 60.67
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (10.97 LTRS) - CW0043	\$ 20.28
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (47.78 LTRS) - CW3457	\$ 88.35
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (15.05 LTRS) - CW3457	\$ 27.83
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (58.42 LTRS) - CW3457	\$ 108.02
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (52.35 LTRS) - CW3457	\$ 96.80

EFT22028	26/02/2025	DIESEL - JANUARY 2025 (39.32 LTRS) - CW3457	\$ 72.70
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (60.70 LTRS) - 1HRA919	\$ 112.23
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (52.76 LTRS) - CW0017	\$ 97.55
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (76.15 LTRS) - CW3315	\$ 140.80
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (50.51 LTRS) - CW3315	\$ 93.39
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (62.81 LTRS) - CW3315	\$ 116.14
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (60.28 LTRS) - CW3315	\$ 111.46
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (54.60 LTRS) - CW3315	\$ 100.96
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (38.32 LTRS) - CW3315	\$ 70.85
EFT22028	26/02/2025	DIESEL - JANUARY 2025 (163.04 LTRS) - CW004	\$ 301.46
<b>TOTAL PAID TO COOROW FUEL</b>			<b>\$ 18,776.76</b>
<b>CREDIT CARDS</b>			
DD31868.1	29/01/2025	MCCEO - CARNAMAH COMMUNITY ROADHOUSE	\$ 230.00
DD31868.1	29/01/2025	MCCEO - SOUTHERN CROSS BROADBAND	\$ 347.00
DD31868.1	29/01/2025	MCCEO - WILSON PARKING	\$ 28.35
DD31868.1	29/01/2025	MCCEO - FENCING SUPPLY CENTRE	\$ 470.91
DD31868.1	29/01/2025	MCCEO - NAPA	\$ 542.99
DD31868.1	29/01/2025	MCCEO - AUSTRALIA POST	\$ 196.17
DD31868.1	29/01/2025	MCCEO - SCOOP	\$ 45.00
DD31868.1	29/01/2025	MCCEO - SOUTHERN CROSS BROADBAND	\$ 347.00
DD31868.1	29/01/2025	MCCEO - STARLINK	\$ 473.00
DD31868.1	29/01/2025	MCCEO - BP KALBARRI	\$ 222.02
DD31868.1	29/01/2025	MCDCEO - SILVERSPONGE.COM.AU	\$ 199.00
DD31868.1	29/01/2025	MCDCEO - JS & D PTY LTD	\$ 607.99
DD31868.1	29/01/2025	MCDCEO - CALTEX MOORA	\$ 225.90
DD31868.1	29/01/2025	MCDCEO - BADGINGARRA ROADHOUSE	\$ 219.50
DD31868.1	29/01/2025	MCDCEO - SILVERSPONGE.COM.AU	-\$ 199.00
DD31868.1	29/01/2025	MCDCEO - BP THOMSONS LAKE	\$ 249.66
DD31868.1	29/01/2025	MCDCEO - BADGINGARA ROADHOUSE	\$ 199.81
DD31868.1	29/01/2025	MCMWS - MAILCHIMP	\$ 32.47
DD31868.1	29/01/2025	MCMWS - BOLLARD SHOP	-\$ 48.00
DD31868.1	29/01/2025	MCMWS - CELLCAST	\$ 170.61
DD31868.1	29/01/2025	MCMWS - DEPARTMENT OF TRANSPORT	\$ 31.10
DD31868.1	29/01/2025	MCMWS - BOOKING.COM	\$ 746.82
DD31868.1	29/01/2025	MCMWS - BOOKING.COM	\$ 532.98
DD31868.1	29/01/2025	MCMWS - APPLE.COM/BILL	\$ 1.49
DD31868.1	29/01/2025	MCMWS - CELLCAST	\$ 18.00
DD31868.1	29/01/2025	MCMWS - BOOKING.COM	-\$ 746.82
DD31868.1	29/01/2025	MCMWS - BOOKING.COM	-\$ 532.98
DD31868.1	29/01/2025	MCMWS - CELLCAST	\$ 170.61
<b>TOTAL PAID TO COMMONWEALTH</b>			<b>\$ 4,781.58</b>

**11.2.3 SHIRE QUICK GRANT PROGRAM**

<b>Reporting Officer:</b>	<b>A Muftidhati, Community Development Officer</b>
<b>Responsible Executive:</b>	<b>SC Curulli, Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM0435</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Voting Requirement:</b>	<b>Simple Majority</b>

**COUNCIL'S ROLE:**

**Review:** When Council reviews decisions made by officers.

**REPORT PURPOSE**

For Council to consider the Quick Grants application of,

- \$750 to Coorow Community Resource Centre towards Coorow Community Bus Tours.
- \$750 to Leeman Country & Sporting Club towards ANZAC Day Gunfire Breakfast

**BACKGROUND**

As part of the Quick Grants scheme in 2024/2025, allowances have been made for up to \$8,000 to be made available for community groups to apply for small grants up to \$500, with potential amount under \$750 may be considered by the Council.

**COMMENT**

A summary of the application as follows:

<b>No</b>	<b>Organisation/ Community Group</b>	<b>Amount Requested</b>	<b>Project /Program</b>	<b>Total Project</b>	<b>Previous Funding</b>	<b>Comment</b>
1	Coorow Community Resource Centre	\$750	Coorow Community Bus Tours	\$3,370	Various forms, including Coorow District Hall and Squawk funding	An application has been received from the Coorow Community Resource Centre for the Coorow Community Free Bus Tour, which will run three trips in March, June, and August 2025. The tour aims to showcase local tourism attractions across the Shire of Coorow, enhancing community engagement and appreciation for the region. The funding request is specifically for catering expenses at \$15

						per person on the day of each trip. This fantastic initiative will foster inclusiveness, strengthen community connections, and promote local attractions, encouraging our local residents to explore the area.
2	Leeman Country & Sporting Club	\$750	ANZAC Day Gunfire Breakfast	\$750	2024/2025 \$750 \$5000	An annual ANZAC Day service is a significant community event that brings together all members of our community to honour and show appreciation for our fallen soldiers. This year, we anticipate a higher number of participants, as the service will take place on a Friday, during the second week of the school holidays, following the Easter holiday, and on a public holiday. The requested funding will ensure that we can adequately cater for all community members attending the event, fostering inclusivity and community spirit while upholding this important tradition.

**STAKEHOLDER ENGAGEMENT**

The Shire have actively consulted with the community group on this program.

**STATUTORY ENVIRONMENT**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Coorow Integrated Strategic Plan 2022-2032.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Allocated in 2024/2025 Shire Annual Budget as part of the Quick Grant Program.

**RISK IMPLICATIONS**

Nil

**ATTACHMENTS**

1. **Coorow Community Resource Centre - Coorow Community Bus Tours** [↓](#)
2. **Quick Grant Application - Leeman Country & Sporting Club** [↓](#)

**OFFICER RECOMMENDATION**

That Council approve the following Quick Grants application:

- \$750 to Coorow Community Resource Centre towards Coorow Community Bus Tours.
- \$750 to Leeman Country & Sporting Club towards ANZAC Day Gunfire Breakfast.





## SHIRE OF COOROW

### COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

#### Guideline

The Shire of Coorow is committed to providing support for not for profit, local organisation, community based, sporting, cultural, environmental, service groups and associations. This support is to foster high-quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

#### DATES

Applications are open throughout the year and assessed as required.

#### FUNDING AMOUNTS

Applications up to \$500 (ex GST) but amounts under \$750 may be considered.

Applicants are not required to make a co-contribution.

#### FUNDING CRITERIA

One off project that demonstrate benefit to the community including but not limited to:

- Resources and equipment.
- Venue hire.
- Trophies, prizes.
- Minor repairs and maintenance.
- Small community events open to the public.

Grant funding is not available for the following:

- Insurance or operational expenditure.
- Projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria.
- Expenses without documentation or invoices.
- Bond payments for Shire facility hire.

#### ELIGIBILITY

In order to be eligible for funding the applicant must be one of the following types of organisations:

- An incorporated not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).
- School/Government agencies.

#### CONDITIONS

The following specific conditions apply to this category:

- The project must take place within the financial year, unless an extension of time is approved by Council.
- Approval must be obtained from Council for any significant change to the project.
- The applicant must acknowledge Council's support in its advertising or publicity of the project.
- Grant allocations that are not accessed within the financial year will be forfeited (unless an extension of time has been approved by the Shire CEO).
- The applicant must abide by any other conditions of approval on the grant by Council.

#### ASSESSMENT APPROVAL AND AWARDING

- The Shire aims to process your application within 30 business days of submission.
- The decision to award Quick Grants is made by the Council.

#### PAYMENT OF GRANT

If your application is successful, in order to receive grant monies applicants will be required to raise and supply an invoice to the Shire for the grant value up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity. The Shire will process your invoice and deposit funds into your organisation/group nominated bank account.

#### SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person:

- By Mail: Chief Executive Officer, PO Box 42, Coorow WA 6515
- By Email: [ceo@coorow.wa.gov.au](mailto:ceo@coorow.wa.gov.au) Subject: Shire Quick Grant Program.
- In person:
  - Coorow Administration Centre, 22-26 Main Street, Coorow WA 6515 or,
  - Leeman Administration Centre, 20 Morcombe Road, Leeman WA 6514.

*Thank you for taking the time to read through these guidelines - good luck with your application.*



SHIRE OF  
**COOROW**

## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

### Application Form

#### Section A: APPLICANTS DETAILS

Organisation Name:	Coorow Community Resource Centre		
Is your organisation not- for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is your organisation incorporated? (Please attach your Certificate of Incorporation)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your Organisation Background? (Aims, Numbers of Member, History)	Commenced operation in 2000. Our vision is to enrich our community by bringing projects, events and services to our community		
Do you have Public Liability Insurance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

#### Section B: CONTACT DETAILS

Name of Applicant:	Deborah Maley				
Position:	Acting Coordinator				
Address:	Main St	Suburb:	Coorow	Postcode:	6515
Postal Address:	PO Box 123	Suburb:	Coorow	Postcode:	6515
Mobile Number:		Work:	9952 1266		
Email Address:		Website:			

#### Section C: AUSPICING ORGANISATION DETAILS (Provide if your corporation is not incorporated.)

Organisation name:					
Contact Name:					
Position:					
Address:		Suburb:		Postcode:	
Postal Address:		Suburb:		Postcode:	
Mobile Number:		Work:			
Email Address:		Website:			

**\*Please attach a copy of Certificate of Incorporation for the Auspicing agency.**

#### Section D: PAYMENT INFORMATION

Please complete the information below in relation to your organisation or the organisation who is auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your Australian Business Number (ABN)?	73649812140
If no, please complete and attach a copy of the Statement by Supplier form.	
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

#### Payment Details



# SHIRE OF COOROW

## COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
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Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Coorow CRC	633000	140165325

### Section E: PROJECT DETAILS

Project/Activity Name: Coorow Community Bus Tours

Project Location: Coastal, Heritage and Wildflower tours

Who owns or controls the location where the project is to be located: Public Property

Project/Activity Description (type, objectives, expected outcomes, proposed actions / purchases. You are welcome to attach additional pages, or your project plan, should there be insufficient space):

We plan to conduct 3 Bus tours for our community  
1 to the coast – GreenHead and Leeman, visit the Windfarm on the way. Lunch at the Green Head Mens Shed and then afternoon Tea in Leeman before travelling back to Coorow.  
Heritage in June – Visit Museums in Carnamah, Morawa and Perenjori – Lunch with a community group and return.  
Wildflowers in August? Visit several localities currently in flower, visit a community group and return. (Timing will be determined by what's flowering and seasonal conditions.

Expected Project Commencement Date	26 March 2025	Expected Project Completion Date	30 September 2025
------------------------------------	---------------	----------------------------------	-------------------

Are you working with any other community groups or businesses in delivery of this project / event? Yes ☐ No ☒

How will the community get benefit from your project/activity?

This project will enable people who live alone or who do not drive, to engage with other Coorow community members and visit surrounding communities that they may not normally travel to. It will encourage community connections and raise the awareness of local activities.

There will be no charge for these bus trips due to the volunteers assisting with the project and funding support. This will enable everyone to participate in the tours.

The catering will be a set menu organized with a community group on each tour. This will be a light lunch of sandwiches or similar with tea and coffee and cold drinks. Morning and afternoon tea will be tea or coffee or cold drink with a biscuit or cake and again organized with a community group or roadside catering possible for the wildflower tour. We anticipate that the 3 tours will have approximately 50 participants in total. (\$15 per head)

Does your event require any licenses, permits and approvals?  
If yes, have you already applied for these?

No

*\*Please attach copies of these applications.*

### Section F: PROMOTION

How will you acknowledge the Shires contribution?

The Shire contribution will be acknowledged in the advertising of the events, the write up of the tour and in handouts to bus tour participants.



SHIRE OF  
**COOROW**

## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

### Section G: BUDGET

Please attach written quotes for the works/services you are proposing. **INCLUDE GST** in the costing.

Total Project / Activities Cost	\$3370
Amount requested from Council	\$ 750
Do you require any in-kind support component from Council?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Has your organisation/group received financial support from Council in the past? Yes</p> <p>If yes, provide details of when and how much? The CRC receives support in various forms from the Shire of Coorow including the Coorow District Hall lease and Squawk funding.</p>	

### Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants (optional)	Source In-kind Support	Shire In-kind Support Requested
What the funding is to be spent on.	Proposed grant expenditure from the Shire of Coorow Quick Grant Program only.	Any other cash income anticipated for this project from the applicant and/or project partners.	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners (Hours @ \$25).	List of any In-kind support and if this is confirmed or unconfirmed with the Shire.
Fuel		150		
Catering Lunch, Morning/Afternoon tea	750	250		
Volunteers. Bus driver, tour director and assistant.			8 hrs x 3 people x 3 tours = \$1,800	
CRC Admin Hours 4 hours x 3 tours x \$35		420		



SHIRE OF  
**COOROW**

## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

our personal information, in accordance with the Privacy Act 2000. I also declare that I have read the Shire of Coorow Community Grants Program Guidelines and agree to comply with the provisions included.

Applicant's Signature:

*Deborah Maley*

Date:

*10/3/2025*

Applicant's Name:

*Deborah Maley*

Position in Organisation/Group:

*Acting Coordinator*

Name of Organisation/Group:

*Coorow Community Resource Centre*

Witness' Signature:

*Giorgia Blockley*

Date:

*10/3/2025*

Witness' Name:

*Giorgia Blockley*

*GIORGIA BLOCKLEY*

**Submit Applications to:**

Chief Executive Officer  
Shire of Coorow  
PO Box 42  
COOROW WA 6515  
or, [ceo@coorow.wa.gov.au](mailto:ceo@coorow.wa.gov.au)

**For more information contact:**

Ayu Muftidhati on 9952 0100 or [cdo@coorow.wa.gov.au](mailto:cdo@coorow.wa.gov.au)



## Coorow CRC Quick Grant



CoorowCRC-Coordinator <coordinator@coorowcrc.net.au>  
To Ayu Muftidhati

This sender coordinator@coorowcrc.net.au is from outside your organization.



Reply Reply All Forward

Tue 11/03/2025 11:05 AM

Start your reply all with: [Sounds good, thanks!](#) [Thank you!](#) [Sounds great, thank you!](#) Feedback

Hi Ayu

I have added a little more about the catering and added approx. \$15 per head. I cannot do more than that at this time.  
I will submit another for next months meeting for the childrens concert activity as discussed.

Regards

Deborah

SHIRE OF  
COOROW

## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
Email: admin@coorow.wa.gov.auLeeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

## Application Form

## Section A: APPLICANTS DETAILS

Organisation Name:	LEEMAN COUNTRY & SPORTING CLUB INC.		
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is your organisation incorporated? (Please attach your Certificate of Incorporation)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your Organisation Background? (Aims, Numbers of Member, History)	SPORTING COMMUNITY CLUB - SOCIAL EVENTS FAMILY ORIENTATED 120 MEMBERS EST 1972		
Do you have Public Liability Insurance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

## Section B: CONTACT DETAILS

Name of Applicant:	PENNY DOBNEY				
Position:	MANAGER				
Address:	37 NAIRA STREET	Suburb:	LEEMAN	Postcode:	6514
Postal Address:		Suburb:		Postcode:	
Mobile Number:	0419 188 166	Work:	99531041		
Email Address:	leemanchub@outlook	Website:			

## Section C: AUSPICING ORGANISATION DETAILS (Provide if your corporation is not incorporated.)

Organisation name:					
Contact Name:					
Position:					
Address:		Suburb:		Postcode:	
Postal Address:		Suburb:		Postcode:	
Mobile Number:		Work:			
Email Address:		Website:			

**\*Please attach a copy of Certificate of Incorporation for the Auspicing agency.**

## Section D: PAYMENT INFORMATION

Please complete the information below in relation to your organisation or the organisation who is auspicings your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide your Australian Business Number (ABN)?	73469068 868	
If no, please complete and attach a copy of the Statement by Supplier form.		
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
LEEMAN COUNTRY & SPORTING CLUB	633 000	209370964

Shire of Coorow | Quick Grant Application Form 2024/25

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SHIRE OF  
COOROW

## SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM

Coorow Administration Centre  
22/26 Main Street, Coorow WA 6515  
Email: admin@coorow.wa.gov.au

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
Phone: (08) 9952 0100

## Section E: PROJECT DETAILS

Project/Activity Name: <u>ANZAC DAY BREAKFAST</u>	
Project Location: <u>LEEMAN CLUB</u>	
Who owns or controls the location where the project is to be located: <u>SHIRE OF COOROW</u>	
Project/Activity Description (type, objectives, expected outcomes, proposed actions / purchases. You are welcome to attach additional pages, or your project plan, should there be insufficient space): <u>WE ARE HOSTING THE ANZAC DAY GUNFIRE BREAKFAST FOR OUR COMMUNITY SO WE NEED TO PURCHASE ALL BREAKFAST FOOD &amp; DRINKS</u>	
Expected Project Commencement Date: <u>25/04/25</u>	Expected Project Completion Date: <u>25/04/25</u>
Are you working with any other community groups or businesses in delivery of this project / event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
How will the community get benefit from your project/activity? <u>A GOOD SENSE OF COMMUNITY SPIRIT - BRINGING ALL MEMBERS OF OUR COMMUNITY TOGETHER YOUNG &amp; OLD. AND SHOWING APPRECIATION FOR OUR FALLEN SOLDIERS, MEN &amp; WOMEN THAT HAVE</u>	
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? <small>*Please attach copies of these applications.</small>	<u>NO TO WAR.</u>

## Section F: PROMOTION

How will you acknowledge the Shires contribution? <u>SOCIAL MEDIA</u> <u>ADVERTISING IN THE CLUB.</u>
-------------------------------------------------------------------------------------------------------------

## Section G: BUDGET

Please attach written quotes for the works/services you are proposing. **INCLUDE GST** in the costing.

Total Project / Activities Cost	\$ <u>750</u>
Amount requested from Council	\$ <u>750</u>
Do you require any in-kind support component from Council?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much? <u>\$700 NEW TABLE TOPS</u> <u>\$5000 SOLAR PANEES</u>	



SHIRE OF  
**COOROW**

# SHIRE OF COOROW

COMMUNITY QUICK GRANT PROGRAM



Coorow Administration Centre                      Leeman Administration Centre  
22-26 Main Street, Coorow WA 6515      20 Morcombe Road, Leeman WA 6514  
Email: [admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au)      Phone: (08) 9952 0100

### Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants (optional)	Source In-kind Support	Shire In-kind Support Requested
What the funding is to be spent on.	Proposed grant expenditure from the Shire of Coorow Quick Grant Program only.	Any other cash income anticipated for this project from the applicant and/or project partners.	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners (Hours @ \$25).	List of any In-kind support and if this is confirmed or unconfirmed with the Shire.
FOOD DRINKS	\$750.			
<b>TOTAL</b>				

## Section H: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Coorow collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000. I also declare that I have read the Shire of Coorow Community Grants Program Guidelines and agree to comply with the provisions included.

Applicant's Signature:		Date:	13/03/25
Applicant's Name: PENNY DOBNEY			
Position in Organisation/Group: MANAGER			
Name of Organisation/Group: LEEMAN COUNTRY & SPORTING CLUB INC.			
Witness' Signature:		Date:	13/03/25
Witness' Name: STEPHEN SMALL			

**Submit Applications to:**

Chief Executive Officer  
Shire of Coorow  
PO Box 42  
COOROW WA 6515  
or, [ceo@coorow.wa.gov.au](mailto:ceo@coorow.wa.gov.au)

**For more information contact:**

Ayu Muftidhati on 9952 0100 or [cdo@coorow.wa.gov.au](mailto:cdo@coorow.wa.gov.au)



FROM McDonalds website.

14kg Bacon @ \$8.99	\$125.86
2ctn Eggs @ \$85.75	\$171.50
COFFEE MACCONA \$63.50	\$63.50
TEA \$7.48	\$7.48
4xJUICE ASSORTED \$7.46	\$29.84
BEANS x3 \$15.59	\$46.77
SPAGHETTI x3 \$15.59	\$46.77
	<u>\$491.72</u>

WOOLWORTHS

COCO Pops x2 @ \$8.00 each	\$16.
RICE BUBBLES x2 @ \$10.00 each	\$20
MILK 3L x4 @ \$4.35	\$17.40
ASSORTED FRUIT	\$100
15 X BREAD LOAVES @ \$4.50	\$67.50
	<u>\$220.90</u>
	<u>\$491.72</u>
	<u>\$712.62</u>

Penny

1185

**11.3 MANAGER OF WORKS AND SERVICES**

Nil

**12 ELECTED MEMBERS MATTERS****12.1 QUESTIONS BY MEMBER OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**12.2 ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13 NEW BUSINESS OF URGENT NATURE****14 MATTERS WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)**

Nil

**15 CLOSURE****15.1 DATE OF NEXT MEETING**

Next Ordinary Council Meeting will be held on Wednesday 16 April 2025 from .(Coorow Council Chambers)

**15.2 CLOSURE OF MEETING**

There being no further business the President, President G Sims closed the meeting at [type time](#).