SHIRE OF COOROW

ALWAYS IN SEASON

AGENDA

FOR THE

ORDINARY COUNCIL MEETING

TO BE HELD ON

WEDNESDAY 17 JUNE 2026

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

WEDNESDAY 17 JUNE 2026

COOROW COUNCIL CHAMBERS

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

Coorow Council Chambers

12.00pm

Question and Answer Session

12.30pm

Marchagee Wind Farm Presentation

1.00pm

Briefing Session

1.30pm

Working Lunch supplied by the Coorow CWA and Budget Presentation

3.00pm

Warradarge Wind Farm Presentation

3.30pm

150 Square presenting the Draft Strategic Plan, including the Key Actions for each pillar

4.00pm

Audit, Risk and Improvement Committee

4.30pm

Electors General Meeting

5.00pm

Ordinary Council 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

Month	Venue	Time	Date	Type
July	Coorow	5.00pm	Wednesday 16 July 2025	Ordinary
August	Leeman	5.00pm	Wednesday 20 August 2025	Ordinary
September	Warradarge	5.00pm	Tuesday 16 September 2025	Ordinary
October	Coorow	5..0pm	Wednesday 22 October 2025	Ordinary
November	Leeman	5.00pm	Wednesday 19 November 2025	Ordinary
December	Coorow	5.00pm	Wednesday 17 December 2025	Ordinary
February	Coorow	5.00pm	Wednesday 18 February 2026	Ordinary
March	Green Head	5.00pm	Wednesday 18 March 2026	Ordinary
April	Coorow	5.00pm	Wednesday 15 April 2026	Ordinary
May	Leeman	5.00pm	Wednesday 20 May 2026	Ordinary
June	Coorow	5.00pm	Wednesday 17 June 2026	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 5.62of 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 G Censi

Councillor D Gericke

Councillor C Hassell

Councillor G Hannington

Councillor D Melbin

Councillor L Van Den Heever

Mrs M Maxfield	Chief Executive Officer
Mr K Bean	Manager of Works & Services
Mrs S Atkinson	Deputy Chief Executive Officer

2.2 TABLE OF COUNCILLOR ATTENDANCE

Meetings	Cr Sims	Cr Censi	Cr Gericke	Cr Hannington	Cr Hassell	Cr Melbin	Cr Van Den Heever
October 2025 OCM							N/A
November 2025 Special OCM							

November 2025 OCM							
December 2025 OCM							
January 2026 Special OCM							
February 2026 OCM							
March 2026 OCM							
March 2026 Special OCM							
April 2026 OCM							
May 2026 Special OCM							
May 2026 OCM							
June 2026 OCM							
July 2026 OCM							
August 2026 OCM							
September 2026 OCM							

Legend:

Attended	
Leave of Absence	
Apology	

2.3 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).

2.4 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

2.5 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 - 20 May 2026

9 RECOMMENDATIONS AND REPORTS OF COMMITTEES

9.1 MINUTES - LEEMAN GREEN HEAD COMMUNITY RESOURCE CENTRE MEETING

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**ADM0152 V2**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

COUNCIL'S ROLE:

Review: When Council reviews decisions made by officers.

Minutes from the meeting held on 4 June 2026 by the Leeman Green Head Community Resource Centre are attached for your review.

ATTACHMENTS

1. Committee Meeting Minutes 04.06.26 ⇩

OFFICER RECOMMENDATION

That Council receive the Leeman Green Head Community Resource Centre minutes of the meeting held on 4 June 2026 by the Leeman Green Head Community Resource Centre.

Leeman Green Head Community Resource Centre
Your local connection

PO Box 157,
Cnr Spencer and Thomas Sts
Leeman WA 6514
Phone 08 9953 0300
Fax 08 9953 0315
ABN 98 118 468 235
info@leemancrc.net.au

Minutes of the meeting held

Meeting date: 04th June 2026

Meeting Opened: 13:02
Chairperson welcomed all, noted Leanne by phone and Bec apology. Introductions made as Samantha had not met all committee members previously.

ATTENDANCE

CRC Office Bearers & Committee	Position	Present	Absent / Apology
Brian Rayner	Chairperson	Yes	
Mary Browning	Vice Chairperson	Yes	
Daniel Foale	Secretary	Yes	
Leanne Green	Treasurer	Yes	Phone
Gloria Litchfield	Committee Member	Yes	
Bec Dickinson	Committee Member	No	Apology
Prue Wynne	T2T Representative	Yes	

CRC Staff	PRESENT	ABSENT
Penny Dobney	As Required	

Members - Attendees

Nil		

General Public - Attendees

Samantha Atkinson (Shire)	Present	

Conflict of Interest Declaration:
Nil

Minutes of the previous meeting:
Minutes have been forwarded to the committee previously. **Read and Accepted**
Moved: Mary Browning
Seconded: Prue Wynne

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Matters arising from the previous minutes:

Danny is Public Officer for ATO. Leanne & Danny have completed registrations to be registered for BAS submissions and public officers. Nothing received back from ATO.
Gazebo – parts arrived to be put together
Need quote on bigger Gazebo (previous minutes)
Front room for GP – Shire is now looking at using the rec centre. Real possibility for next financial year. As Dr is private practice, not being run via WA Country Health Services at the Health Centre.
SIN update – pretty well up to date with advertising invoices
Rotten wood on front fence – with Mung who is currently busy
Valuation. Has been received from Opteon ($600,000 for vacant possession) and ($1,430,000 insurance replacement assessment).
Grants – Furniture ($2000 received from men's shed), Book cases to be ordered when they become available from Office Works. Roof maintenance – grants applications submitted,
Stackable chairs - Mary produced pictures and quotes. Shire is unable to supply the chairs from the rec centre just in case they are needed for another event.
Sign out the front. Still waiting on quote from Jurien Signs.
Penny and Danny to sort out which correspondence we need to receive and which email account it should go to then notify suppliers. (Started) Will unsubscribe ones coming through accounts email that we don't want - ongoing
Start ball rolling with T2T shed by getting quotes. Get quotes from multiple sources. Need to sort out exactly what is required with T2T committee.
Xmas party – need to set date (needs to be before school finishes)
Green Head Community Association and the fair – the lady who runs the fair wants to know if it can under the LGHCRC banner and not the Green Head Community Association. Need details in writing to forward something onto insurers to ok.

Manager's Report:

The LGHCRC has a support payment coming out (DPIRD) up to $3000 that we use on whatever. Only need to provide proof of what when acquitting the grant. Ready to be submitted.
DPIRD Conference is advertised 22nd and 23rd October, DPIRD Recommend that Penny and Claire attend. 2 tickets purchased. All booked through DPIRD. Just make certain committee cover the days.
Look at Zero to replace MYOB – not till next year as MYOB account has recently been paid.
Penny had meeting about bringing back the Screaming Leeman Wind surfing race. Windsurf WA will do all the organising but need a host. Looking at November. Can we send proposal to the whole of the committee to read. The shire has held discussions with Jane from Tourism Australia and would be interested.
Last Drop Plumbing fixed the Hot water System but said it is 18 years old and needs to be replaced. Look at getting it replaced with something smaller and more suitable.
Shire grants are closing on Friday. Penny to speak to Rob Blair about aircons and submit grant request.
Ranger Red zoo that comes to you. Quoted $2600. Is this something the LGHCRC would do (October school holidays). Try for a grant to run this.
Chaz (new volunteer) is helping Claire with computer club. Has signed the confidentiality agreement and is a welcome addition.
Is "Code of Ethics" document current – no
New look SIN is looking good but need new photo of Fish and Chip shop

Accepted
Moved: Prue Wynne
Seconded: Danny Foale

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Correspondence In & Out:

Correspondence In

Invoices In:
2026-04-28 McDonalds due 10/05/26
2026-04-29 Synergy Invoice $851.88 due 18-05-26
2026-04-30 Synergy Invoice (Credit 803.89)
2026-05-01 Wallis Invoice $468.09 due 16-05-26
2026-05-02 ABB Invoice DD $93.00 due 15th May
2026-05-05 Summit Invoice DD $14.52 due 1-06-26
2026-05-13 Ricoh Invoice DD $203.50 due 24-06-26
2026-05-15 RBC Rural Invoice $394.54
2026-05-18 Wallis Invoice $985.01 was due May 1
2026-05-19 Last Drop Plumbing $256.39 Due 24-05-26
2026-05-25 Global Express $36.94 Due 23-6-26
2026-05-28 McDonalds Invoice $152.95 Due 7-06-26
2026-05-28 McDonalds Invoice $7.00 Due 7-06-26
2026-05-29 ATO SBSCH Invoice $1842.16
2026-06-02 ABB Invoice DD $93.00

General In
2026-06-02 Get Online Week 19-25 October To apply for $1000 grant to host an event supporting the community in digital inclusion in conjunction with Computer Club.
2026-05-28 McDonalds Statement
2026-05-27 DPRID Conference tickets x 2 secured for staff
2026-05-21 Linkwest membership $2000
2026-05-21 Anzac Day Grant was acquitted
2026-05-19 T2T Grant application – Leeman Primary School
2026-05-16 Aussie Broadband payment receipt
2026-05-14 Services Aus Remittance advice
2026-05-12 Dancoor Community Finances Membership renewal form invoice to be sent
2026-04-30 Blake Blinco -Certified valuer inspected the CRC
2026-04-30 Tickets from Wallis
2026-04-30 McDonalds Statement
2026-04-30 Bendigo Bank Deposit Card arrived to use at Post Office. Later discovered a fee is charged for each deposit therefore banking to be done in Jurien Bay
2026-04-22 – DPIRD – advice on underpayment of invoice
2026-04-23 – Western Power – Power Outage 9-05-26
2026-04-23 – Summit – payment receipt

Correspondence Out:

Invoices:
2026-05-21 Ray White SIN advertising invoice paid $872.10

Claire and Penny will take over compiling the correspondence list to reduce Danny's workload.

Read and Accepted
Moved: Gloria Litchfield
Seconded: Mary Browning

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New Memberships: -

NAME	MEMBERSHIP TYPE	NOMINATION MEMBER	LOCATION	COMMITTEE DECISION YES	NO	INCORRECT OR INCOMPLETE APPLICATION
Susan Moore	Senior	D Foale	Leeman	Yes		
Gary Moore	Senior	D Foale	Leeman	Yes		
Chaz Green	Single	Karen Higginson	Leeman	Yes		
Ricky Green	Senior	Alice Walker	Leeman	Yes		
Carol Forrest	Senior	D Foale	Green Head	Yes		
Lorraine Malone	Senior		Leeman	Yes		

All committee members were in favour of accepting these members.

Membership letters to be sent to all new members complete with copy of constitution. This is a requirement of the associations act.

Danny presented a list of current members noting that some memberships have not been paid.

Membership renewal reminder to be place in next SIN.

Treasurers Report:
Current Bank Balance is $55,028.04
Profit to the End of May is 47,684.47
Payables to 4/6/26

Aussie Broadband	$93.00
McDonalds Wholesalers	$159.95
Ricoh Finance	$203.50
Summit Internet	$14.68
Total:	$471.13

We have the package for Linkwest of $2000 which I recommend we take again.

Receivables to 4/6/26

Bright Energy Investments Pty Ltd	$105.00
Dongara Tyrepower	$164.70
Joyce's Healing Hands	$94.50
Last Drop Plumbing CO	$94.50
Ray White Real Estate	$581.40
Total:	$1,040.10

Meedac hasn't been invoiced for April and May yet for room hire

Most of the Sin advertisers have been invoiced.

Trash 2 Treasure has $28,148.07 available for community grants

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$30,000 still owed to shire

Read and Accepted
Moved: Mary Browning
Seconded: Danny Foale

T2T Report:

Presented by Prue Wynne
We have been busy with 346 through in the last 5 weeks. T2T committee has had meeting to discuss the community grants. 5 grant applications were received.
LGH Community Garden applied for $500 – approved
Green Head Bowling Club applied for $500 – approved
Leeman Bowling club $900 – approved
Leeman Primary School $5,000 – approved
Leeman Marine Rescue $1776.00 - $1000 approved
Letters to be sent to applicants.
Please advertise the community grants in the SIN but don't include the amounts
Mary raised that if you have a big job, call for people to help at a busy bee. Specials etc are being put on face book now. Committee members stated that they haven't seen the posts. We need to check. Notice of grants being available is in the next SIN.

Accepted
Moved: Leanne Green
Seconded: Gloria Litchfield

General Business:

Prue – nil
Gloria – xmas party date to be set
The blue tree needs to be painted – look for where the paint is stored. Floats and rocks need to be redone and put in place
Mary – Chairs – Penny to submit grant application to T2T(include quote)
Playground The shire is looking into all the playgrounds and what is to be included in the budget for next year. Budget process won't be finished until July.
Brian – Committee have confirmed that both Manager (Penny) and Admin (Claire) staff to attend DPIRD conference, October 21 & 22 2026 moved Gloria and Mary, carried.
Danny – is trying to step back the amount of time spent at the CRC with some of the work being taken over by the girls.
Samantha – nil, thanked committee for having her. Standing invite is in place.
Leanne - nil

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NEXT MEETING COMMITTEE MEETING TO BE HELD:

Date –25th June 2026
Time – 13.00

MEETING CLOSED: - 13:46

42. Notice of committee meetings

(1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
(2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
(3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
(4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

Approved

Brian Rayner
7/06/2026

9.2 MINUTES - GREEN HEAD COAST CARE GROUP MEETING

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**ADM0645**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

COUNCIL'S ROLE:

Review: When Council reviews decisions made by officers.

Minutes from the meeting held on 18 May 2026 by the Green Head Coast Care Group are attached for your review.

ATTACHMENTS

1. Green Head Coast Care Minutes 18/05/2026 ⇩

OFFICER RECOMMENDATION

That Council receive the Green Head Coast Care Group minutes of the meeting held on the 18 May 2026 by the Green Head Coast Care Group.

Minutes of 18 May 2026

GREEN HEAD COASTCARE

Minutes of meeting held 18 May 2026

1. WELCOME

The Co-chairs, Ceri Evans and June Hill, opened the meeting at 10.00 a.m.

2. ATTENDANCE AND APOLOGIES

Committee Members Attendance

Ceri Evans (Co-chair), June Hill (Co-chair), Deborah O'Brien (Coordinator), Glenda Reed, Janine Wann, John Browne, Judy Browne, Samantha Atkinson (Member, also Shire of Coorow, Deputy Chief Executive Officer (DCEO)).

Committee Members Apologies

Beth Broun, Jennifer Griffiths, Barrie Griffiths.

3. MINUTES FROM LAST MEETING

Minutes of the meeting held 16 February 2026 were taken as read, accepted by Samantha Atkinson and seconded by Glenda Reed.

Minutes of the meeting held 16 March 2026 were taken as read, accepted by Judy Browne and seconded by John Browne.

5. BUSINESS ARISING (actions from last meeting)

Note: the abbreviation 3BW is used in the tables for the Three Bays Walkway.

See **Table 1** for Actions relevant to the Shire of Coorow (herein called the Shire).

See **Table 2** for all other Actions.

6. NEW BUSINESS (around the table)

Quality of contractor works at Dynamite Bay

The Green Head Coastcare (GHC) Group expressed their disappointment at the quality of the gazebo and shelters at Dynamite Bay. Samantha Atkinson (DCEO) said the Shire supports the Group's request for a focus on delivery of high quality coastal projects and ongoing maintenance of coastal facilities.

Minutes of 18 May 2026

Record damage to sand dunes caused by informal walking tracks

Signs have been installed around the sand dunes in Green Head to discourage people from making tracks through the dunes and damaging vegetation (GHC Item 25.00.08). Samantha Atkinson suggested we take drone footage of the current tracks through the sand dunes, so we can document the damage for the purpose of encouraging people to stop walking through the vegetation.

Action 26.05.01: Ceri Evans and Samantha Atkinson to take drone footage (see Table 2).

Ocean View Park informal paths

The Shire has delivered yellow sand and crushed limestone to Ocean View Park. Volunteers will use these materials for laying informal paths within the northern garden bed. The two materials will be assessed to determine which is the most suitable for paths at this location. No action required by GHC at this stage.

Shelters at Morphett Park

Samantha Atkinson (DCEO) asked the GHC for input into the shelters at Morphett Park. GHC will look for suitable grants to help with the cost of planning and building the shelters. Ceri Evans suggested that the Warradargee Wind Farm Community Grants may be suitable for this project. GHC decided to meet at the park after today's meeting. Some members are not available today, so an additional meeting in the park will be organised for these members.

Action 26.05.02: Ceri Evans to organise on-site meeting (see Table 2).

Shire Annual Report mentions Green Head Coastcare

Samantha Atkinson (DCEO) read a message from Guy Sims, the Shire President, from the Shire of Coorow Annual Report. He commended Green Head Coastcare for their contributions to the Coastal Management Plan and the significant work they continue to do as volunteers to protect and maintain the Green Head coastal environment.

Coastal Management Plan

Samantha Atkinson (DCEO) provided an update on the Shire's Coastal Management Plan. A contractor is being sought to finalise the plan and this is causing some delays.

Samantha Atkinson (DCEO) left the meeting at 11:05 am, after Shire actions items from Table 1 had been updated and new Shire business had been presented.

Beach Access paths from the Three Bays Walkway

The group discussed the need for access paths (or stairs) from the walkway to popular beaches or view points that do not currently have formal access. These areas include: Rocky Bay (north end), Cambawarra Lookout, Shipwreck Bay (between Hunters Beach and Dynamite Bay).

Action 26.05.03: GHC to prioritise paths and formulate a plan of action, including planning for grants in readiness for next round in March and April (see Table 2).

Weed of the Month

GHC has completed flyers for all the weeds on the list. June Hill proposed having a monthly flyer on other topics which are beneficial to the environment. The Group discussed possible topics, including safe beach driving, the benefits of beach wrack, protection of nesting shore birds, and promoting indigenous garden plants which are beneficial. Members will consider this idea and discuss it at the next meeting.

Action 26.05.04: Carried over to the next meeting (see Table 2).

Moving, seconding and voting for actions in meetings

Judy Browne opened a discussion on the format of meetings. She suggested that we return to the standard format where actions come from motions and everyone attending the meeting is involved in decisions.

Motion: Judy Browne moved that GHC formally move, second and vote on all actions determined in the GHC meetings, seconded by Janine Wann, carried unanimously (by seven members).

Size of quorum

June Hill suggested that we need to decide the size of the quorum for our meetings.

Motion: Glenda Reed moved that the quorum be 5 people, seconded by John Browne, carried unanimously (by seven members).

General Business

The Group briefly discussed the future objectives of the Coastcare group and Judy Browne moved a motion of intent to further elaborate on this topic at the next meeting.

Action 26.05.05: Carried over to the next meeting (see Table 2).

7. NEXT MEETING

The next meeting will be held at 10:00 a.m. on 15 June 2026 at the Green Head Community Hall.

The meeting was closed at 1:05 p.m.

Minutes of 18 May 2026

Notes:

a. *The GHC Item number is coded as follows: [Meeting Year].[Meeting Month].[Action number].*
b. *Where the item has been reported to the Shire using the Agendis system, the Agendis number is used as the reference. The date and person who submitted the report is provided in brackets in the Reference and Title columns, respectively.*

Table 1: Actions relevant to the Shire of Coorow (sorted by date)

Reference	Title	Brief Description	Updates	Actions	Person Responsible
GHC Item 26.02.04	Ocean View Park mulch	Mulch required for Ocean View Park.	Shire has mulch available. GHC asked them to put it in the northern garden.	Shire to deliver mulch.	Shire
GHC Item 26.02.06	Dynamite Bay mosaic	Dynamite Bay mosaic was removed from the ablution block wall when refurbishments were undertaken. The mosaic requires repair before being reinstalled. No site for reinstalling it has been identified.	Shire has a new Community Development Officer who will be invited to July's GHC meeting to discuss the future of the mosaic.	Shire to notify GHC when the new Officer is available to meet.	Shire
GHC Item 26.02.08	Replacement of 3BW signs	GHC requests financial assistance from Shire to fund replacement of 4 damaged signs on the 3BW. We have $2000 from the Iluka grant, but need $4,985. Signs to be supplied by Maureen Greenfield from Jurien Bay Signs.	Samantha Atkinson (DCEO) said the Shire will cover the extra cost required for the signs as long as the price does not go up and the signs are completed before the EOFY.	Ask the sign manufacturer to confirm cost and delivery date and communicate with Shire.	Deborah O'Brien
Agendis 213 (26.02.27)	Stairs to Hunters Beach (JH)	A superseded section of the stairs has been cordoned off, they need to be removed.	Samantha Atkinson (DCEO) said that it is a difficult site to access and would like members of GHC to meet with the Shire Works Manager and staff on site to determine a practical solution.	Organise an on site meeting with Shire staff and GHC.	Samantha Atkinson (DCEO), Glenda Reed

Minutes of 18 May 2026

Reference	Title	Brief Description	Updates	Actions	Person Responsible
Agendis 217 (26.03.03)	Gazebo damage Morphett Park (CE)	Damage to gazebo in Morphett Park, roof support has fallen off, needs to be replaced.	Gazebos are in poor condition. These are in consideration for the Shire to either repair or rebuild in the 26/27 budget.	GHC to propose a design for new shelters and to investigate possible grants to help pay for new shelters.	GHC
GHC Item 26.03.02	Lawn at Ocean View Park	The original plan for the park was to include a section of lawn; however, the Shire is reluctant to provide it due to cost. GHC would like to plant the lawn using volunteers.	The Shire have agreed that the planting and maintenance of the lawn can be carried out by volunteers, including GHC. GHC could apply for a Warradargee Windfarm grant to purchase grass, but these close soon so would require urgent action.	GHC to co-ordinate volunteers and to consider applying for a grant.	Ceri Evans, Glenda Reed

The following actions were closed as they have been completed: 25.00.08, 26.02.17 and 26.03.02.

The following actions were closed, replaced by Agendis items: 25.00.05 (Agendis 230), 25.00.06 (Agendis 231), 25.00.07 (Agendis 252) and 26.02.03 (Agendis 214).

The following actions were suspended pending completion by the Shire at the end of the 25/26 financial year: 25.00.02, 26.02.05 (previously 25.00.03), 26.02.20, Agendis 214, Agendis 221, Agendis 230 and Agendis 231 (inspection only). Shire to update GHC once they are completed.

Agendis 252 was suspended waiting on feedback from the original contractor on remediation works.

Agendis 215 and Agendis 222 were suspended as they need to be budgeted for the 26/27 financial year.

Minutes of 18 May 2026

Table 2: All Other Actions

Reference	Title	Brief Description	Updates	Actions	Person Responsible
GHC Item 26.05.01	Drone mapping of walking tracks	Drone footage to record damage to sand dunes caused by informal walking tracks.		Use the drone to photograph walking tracks.	Ceri Evans, Samantha Atkinson
GHC Item 26.05.02	Shelters in Morphett Park	GHC to plan new shelters for Morphett Park.		GHC members to meet on-site to discuss shelter design, CE to organise a meeting.	Ceri Evans
GHC Item 26.05.03	New access paths from 3BW	Need to prioritise and plan new pathways and stairs from 3BW to beaches and viewpoints, where needed. Suggestions include: Rocky Bay (north end), Cambewarra Lookout, Shipwreck Beach.		GHC to prioritise pathways and formulate a plan of action, including planning for grants.	GHC
GHC Item 26.05.04	Monthly flyer	Produce a monthly flyer with an environmental message, continuing on from the Weed of the Month.		Carried over to June 2026 meeting.	GHC
GHC Item 26.05.05	Clarify purpose of GHC	A discussion to clarify and document the purpose of our Group (e.g., mission, vision, objectives).		Carried over to June 2026 meeting.	GHC

The following actions were closed as they have been completed: 26.02.01, 26.02.09, 26.02.18, 26.02.19, 26.02.22, 26.02.23, 26.03.01 and 26.03.05.

The following actions were suspended: 25.00.01 (review November 2026), 26.02.02 (review October 2026), 26.02.14 (review November 2026), 26.02.15 (review July 2026), 26.02.16 (review October 2026) and 26.02.21 (review July 2026).

Action 26.03.04 was moved to Table 1 as it is a Shire issue, but it has been suspended until the 26/27 financial year.

10 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

11 REPORTS

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 REVIEW OF DELEGATED AUTHORITY

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	**ADM0437**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Absolute Majority**

REPORT PURPOSE

For Council to review and adopt the Delegations Register as a record of delegations of authority for Council.

BACKGROUND

Section 5.46 of the Local Government Act 1995 requires Council to review and renew delegated authority at least once every financial year.

At its Ordinary Meeting held on 18 November 2019, Council resolved:

RESOLUTION: ***2019/134***

Moved: Cr Peck ***Seconded: Cr Kau***

That Council adopts the Delegations Register, as attached, as a record of delegations of authority for Council.

CARRIED 8/0

Absolute Majority

At its Ordinary Meeting of Council held on 17 February 2021, Council resolved as follows:

RESOLUTION: ***2021/010***

Moved: Cr Kau ***Seconded: Cr Oakes***

That Council adopts the Delegations Register, as attached, as a record of delegations of authority for Council.

CARRIED 7/0

Absolute Majority

At its Ordinary Meeting of Council held on 16 October 2024, Council resolved as follows:

RESOLUTION	**OCM-2024/126**
Moved:	Cr G Stangle
Seconded:	Cr G Harris
That Council adopts the Delegations Register, as attached, as a record of delegations of authority for Council.	
In Favour:	Cr G Sims, Cr B A Jack, Cr J P Comley, Cr G Dring, Cr V J Muller, Cr G Harris and Cr G Stangle
Against:	Nil
	CARRIED 7/0
	Absolute Majority

COMMENT

Delegations by Council are an effective means of reducing red tape and supporting prompt, efficient decision-making. Used appropriately, delegated authority enables local governments to manage a broad range of operational matters that are minor or administrative in nature in a timely and practical way.

In accordance with section 5.46 of the *Local Government Act 1995*, Council must review its delegations at least once in each financial year.

The Delegations Register has been reviewed and remains an important governance document that supports efficient administration and continuity of service delivery. Adoption of the updated register will confirm the current delegations of authority for the 2026/27 financial year.

There has only been one minor change in the document. This is to Delegation 1.3.12 Tenders and Purchase of Goods and Services. The Mechanic Delegation of $5,000 was amended to include the same delegation for the Deport Administration Officer.

STAKEHOLDER ENGAGEMENT

- Executive Staff
- Environmental Health Officer
- Planning Officer
- Building Officer

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Council Local Laws*
- *Health Act 1911*
- *Food Standards Code*
- *Local Government (Miscellaneous Provisions) Act 1960*

- *Food Act 2008*
- *Local Government (Financial Management) Regulations 1996*
- *Planning and Development Act 2005*

STRATEGIC IMPLICATIONS

The annual review of delegations is a statutory requirement and an important governance practice. Maintaining an up-to-date Delegations Register supports accountability, legislative compliance, and efficient administration, while enabling the Shire to continue delivering timely services to the community.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Providing delegated authority to staff prevents the inevitable consequences of not being able to provide decision making to the community in a timely manner.

ATTACHMENTS

1. DRAFT Delegation Register ⇩

OFFICER RECOMMENDATION

That Council adopts the Delegations Register for 2026/27 as a record of delegations of authority for Council and approves the minor change to delegation 1.3.12 Tenders and Purchase of Goods and Services.

DELEGATION REGISTER

Current as at 20th May 2026

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1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	**Audit and Risk Committee**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: a. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.20(1) Performing functions outside district
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the district and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the district, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. b. Immediate assistance can be provided, and later approved, in the event of an emergency event such as natural disasters.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a. Delegation can be exercised following consultation with the Chief Executive Officer

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.2 Compensation - Damage Incurred when Performing Executive Functions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of the relevant insurance policy excess level.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy ADM-001 Appointment of the Acting CEO
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.3 Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. Tender amounts over $5,000 must be referred to Council for decision.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 s.3.46 Goods to be held until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.40A (4) Abandoned vehicle wreck may be taken s.3.48 Impounded expenses, recovery of Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].

Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.5 Confiscated or Uncollected Goods

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].

Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.6 Disposal of Sick or Injured Animals

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.7 Close Thoroughfares to Vehicles

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	. a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to the Townsite only). c. A proposal to close a throughfare for any period exceeding 3 months shall be referred to Council.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.8 Control Reserves and Certain Unvested Facilities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Coorow that the Shire could do under s.5 of the *Parks and Reserves Act 1895*. [s.3.54(1)].
Council Conditions on this Delegation:	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. b. Removal of any tree on any townsite street or road reserve where the street or road in under the care, control and maintenance of Council, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists or is required by a public utility in accordance with its legislative authority.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good

	public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Shire of Coorow Local Laws – Thoroughfares Local Laws Council Policy TRANS-005 Crossovers and Entrances
Record Keeping	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.10 Gates Across Public Thoroughfares

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Shire of Coorow Local Laws – Thoroughfares Local Laws Council Policy TRANS-005 Crossovers and Entrances
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	. a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Shire of Coorow Local Laws – Thoroughfares Local Laws Council Policy TRANS-005 Crossovers and Entrances
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.12 Crossing – Construction, Repair and Removal

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Policy TRANS-005 Crossovers and Entrances
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Refer also Delegation 1.4.1 under the *Template Activities in Thoroughfares and Public Places and Trading Local Law* Shire of Coorow Local Laws – Thoroughfares Local Laws Council Policy TRANS-005 Crossovers and Entrances
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.13 Private Works on, over or under Public Places

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures

	Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Policy TRANS-004 Road Maintenance Minimum Servicing Levels
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.14 Expressions of Interest for Goods and Services

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. Purchasing should be made in accordance with FIN-005
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy – FIN-005 Purchase of Goods
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.15 Tenders for Goods and Services – Call Tenders

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**

CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy FIN-005 Purchasing Policy
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.16 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 5% or to a maximum of $25,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).

Council Conditions on this Delegation:	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $249,999 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract *[F&G r.20(1) and (3)]* must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply. d. A decision to vary a tendered contract after entry into the contract *[F&G r.21A(a)]* must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) **and** that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy FIN-005 Purchasing Policy
Record Keeping:	Exercising this delegation will be recorded in the Tender Register

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.17 Tenders for Goods and Services - Exempt Procurement

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2) When tenders have to be publicly invited (*exemptions*)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum $500,000 specified for the following categories:

Category	Maximum Value for individual contracts
WALGA Preferred Supplier Program *[F&G.r.11(2)(b)]*	$700,000
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government *[F&G.r.11(2)(e)]*	$700,000
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below *[F&G.r.(2)(f)]*	$700,000
Supply of petrol, oil or any other liquid or gas used for internal combustion engines *[F&G.r.11(2)(g)]*	$250,000
Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. *[F&G.r.11(2)(h)]*	<$250,000* **as specified in F&G.r.11(2)(h)(ii)*

	Goods or services supplied by an Australian Disability Enterprise *[F&G.r.11(2)(i)]* — $250,000 b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the $500,000 delegated above, the decision is to be referred to Council.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy FIN-005 Purchase of Goods
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.18 Application of Regional Price Preference Policy

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Functions and General) Regulations 1996:*: r.24G Adopted regional price preference policy, effect of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	a. Ensure compliance with Policy FIN-005 Purchase of Goods.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy FIN-005 Purchase of Goods
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.19 Disposing of Property

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.58(2) & (3) Disposing of Property
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of property to: (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $100,000 or less. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: o Reserve price has been set by independent valuation. o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: o Negotiate the sale of the property up to a -10% variance on the valuation; and o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and

	• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.20 Payments from the Municipal or Trust Funds

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer; and** **Manager Works and Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the Chief Executive Officer, Deputy Chief Executive Officer or Manager Works and Services. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards

	Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Waive a debt which is owed to the Shire of Coorow [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Coorow [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Coorow [s.6.12(1)(c)]
Council Conditions on this Delegation:	a. Write-off a rates or service charge debt up to $500 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be waived where: i. A written request has been received from a local not for profit organisation and has been assessed by the Chief Executive Officer c. A concession may only be granted $600 annually to: i. Leeman Parents & Citizens Association ii. Coorow Parents & Citizens Association iii. Green Head Community Association iv. St John Ambulance Leeman Green Head Sub Centre v. St John Ambulance North Midlands Sub Centre vi. Coorow Christmas Tree vii. Snag Island Kids viii. Green Head Coast Care ix. Leeman Townscape and Tourism Advisory Group x. Leeman Community Garden d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Coorow. i. Limited to individual debts valued below $500 or cumulative debts of a debtor valued below $500. Write off of debts greater than these values must be referred for Council decision.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	1. Deputy Chief Executive Officer may waive fees and charges related to their operational responsibilities where such waiver is either to: i. rectify a service failure on the part of the Shire of Coorow limited to a value less than $100 per transaction; or ii. assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire of Coorow limited to a value less than $50 per transaction.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: 1.2.23 Agreement as to Payment of Rates and Service Charges 1.2.25 Recovery of Rates or Service Charges 1.2.26 Recovery of Rates Debts – Require Lessee to Pay Rent 1.2.27 Recovery of Rates Debts – Actions to Take Possession of the Land Council Policy FIN-003 Outstanding Rates Debtors Council Guideline GUIDE-004 Financial Hardship
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.22 Power to Invest and Manage Investments

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996*: r.19 Investments, control procedures for
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy FIN-007. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	1. A decision to invest must be jointly confirmed by two Delegates. 2. Investment decisions are limited to a maximum of $5,000,000 per transaction on the short-term money market and up to a value of $1,000,000 per transactions for other markets. 3. Where exposure to a single market or investment type will exceed $10,000,000, the decision must be referred to the CEO.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy FIN-007 Financial Investment Internal Control Procedure
Record Keeping:	Appropriate paperwork and recording of investment types will be held in the Shire's electronic filing system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.23 Rate Record Amendment

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.39(2)(b) Rate record
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Appropriate details will be held within the Shire's records management system and rate book

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.24 Agreement as to Payment of Rates and Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.49 Agreement as to payment of rates and service charges
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy FIN-001 Financial Hardship. b. Agreements must be in writing and, subject to the Council Policy FIN-001 Financial Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy FIN-001 Financial Hardship Council Policy FIN-003 Outstanding Rates Debtors Council Guideline GUIDE-004 Financial Hardship
Record Keeping:	All agreements are to be entered onto the Agreement of Rates and Services Charges list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.25 Determine Due Date for Rates or Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.50 Rates or service charges due and payable
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Coorow [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Due dates will be recorded in Council meeting records each year when the annual budget is set

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.26 Recovery of Rates or Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Council Policy FIN-002.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy FIN-001 Financial Hardship Council Policy FIN-002 Outstanding Sundry Debtors Council Policy FIN-003 Outstanding Rates Debtors
Record Keeping:	Notes will be retained in the Shire's electronic filing system and/or rating system against the relevant Lot/Assessment

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.60 Local Government may require lessee to pay rent
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Coorow [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy FIN-003 Outstanding Rates Debtors.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy FIN-001 Financial Hardship Council Policy FIN-002 Outstanding Sundry Debtors Council Policy FIN-003 Outstanding Rates Debtors
Record Keeping:	Records will be kept in the Shire's electronic filing system and/or rating system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.64(1) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Coorow [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy FIN-005 Purchase of Goods b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the *Local Government Act 1995*.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation:	Nil

Conditions on the original delegation also apply to the sub-delegations.	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. *Local Government (Financial Management) Regulations 1996* – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Council Policy FIN-001 Financial Hardship Council Policy FIN-002 Outstanding Sundry Debtors Council Policy FIN-003 Outstanding Rates Debtors Council Policy FIN-005 Purchase of Goods
Record Keeping:	Records will be maintained in the Shire's electronic recordkeeping system and rating system against the relevant Lot/Assessment

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.29 Rate Record – Objections

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.76 Grounds of objection
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Nil**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Records will be maintained in the Shire's electronic recordkeeping system and rating system against the relevant Lot/Assessment

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.30 Renewal or Extension of Contracts during a State of Emergency

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under sub regulation 11(2)(ja)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is $50,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is $500,000 or less. f. The CEO cannot sub-delegate this authority.

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy FIN-005 Purchase of Goods
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.2.31 Procurement of Goods or Services required to address a State of Emergency

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

Compliance Links:	Local Government (Functions and General) Regulations 1996

	WALGA Subscription Service – Procurement Toolkit Council Policy FIN-005 Purchase of Goods
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.34(2) Entry in emergency
Delegate/s:	**Manager Works and Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	a. Chief Executive Officer to be advised of the exercise of delegation as soon as practicable.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system as to how the determination was made with reference to s3.34(2)

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	**Manager Works and Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. c. The CEO is to be advised as soon as practicable.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Shire of Coorow Activities in Thoroughfares Local Laws
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	**Manager Works and Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. c. CEO is to be notified as soon as practicable.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*

	Shire of Coorow Activities in Thoroughfares Local Laws
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	**Manager Works and Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	a. CEO to be advised as soon as practicable
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.14 Private Works on, over or under Public Places
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1995*: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4)Register - s.4.32(6)
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].

CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.6 Destruction of Electoral Papers

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Elections) Regulations 1996*: r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	a. CEO be notified prior to destruction of parcels; and b. CEO be present whilst papers are destroyed
Express Power to Sub-Delegate:	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.7 Appoint Authorised Persons

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	**Deputy Chief Executive Officer** **Manager Works & Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons or classes of persons as authorised persons *[s.3.24 and s.9.10]* for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act. (b) *Caravan Parks and Camping Grounds Act 1995*; (c) *Cat Act 2011*; (d) *Cemeteries Act 1986*; (e) *Control of Vehicles (Off-road Areas) Act 1978*; (f) *Dog Act 1976:* (g) *Graffiti Vandalism Act 2016* – refer s.15; and (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004*.
CEO Conditions on this Delegation:	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	*NIL.*

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.8 Information to be Available to the Public

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Administration) Regulations 1996*: r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Notes to be recorded in the Shire's electronic recordkeeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.9 Financial Management Systems and Procedures

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations 1996*: r.5 CEO's Duties as to financial management
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.3.9. vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* *Local Government (Audit) Regulations 1996*

	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.10 Audit – CEO Review of Systems and Procedures

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Audit) Regulations 1996*: r.17 CEO to review certain systems and procedures
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Audit) Regulations 1996*
Record Keeping:	Audit findings will be recorded in the Shire's electronic record keeping system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.11 Infringement Notices

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice *Building Regulations 2012:* Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	**Deputy Chief Executive Officer** **Manager Works & Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. Delegation for Dog Act, Cat Act, Caravan Parks and Camping Grounds Act Infringement Notices is limited to the following listed positions ONLY: (i) **Deputy Chief Executive Officer** (ii) **Manager Works & Services** (iii) **Ranger Services** c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with *Building Regulation 70(1)* for the purposes of the *Criminal Procedure Act 2004* section 6(a) and *Building Act 2011* Infringement Notices:: (i) **Deputy Chief Executive Officer** *NOTE*: ***Delegates must also be appointed as an "Approved Officer"*** *– appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.*
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.3.12 Tenders and Purchase of Goods and Services

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 &5.43(b)
Express Power or Duty Delegated:	*Local Government Act 1995*: (Financial Management Regulations 1996 Reg12 (1)
Delegate:	**Tenders and Purchase of Goods and Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Deputy Chief Executive Officer $100,000; 2. Manager of Works and Services $100,000; 3. Administration Staff-Leeman and Coorow $ 1,000; 4. Mechanic / Workshop Admin Officer $ 5,000; 5. Leading Hands $ 5,000; 6. Pool Manager $ 5,000; 7. Asset & Project Manager $ 10,000; 8. Community Development Officer $ 10,000; 9. Project Officer $ 10,000
Council Conditions on this Delegation:	*The Chief Executive Officer, in exercising authority under section 5.44 of the Local Government Act 1995, has on delegated authority to the above staff members at the limits listed. The Chief Executive Officer is authorised to purchase goods and services to the limit of $249,999.99. Goods and Services as per the Act and Regulations above $250,000.00 must follow the Tender Processes.*
Express Power to Sub-Delegate:	Nil

Compliance Links:	Financial Management Regulations 1996 Reg12 (1) Council Policy FIN-005 Purchase of Goods
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.4 Local Law Delegations to the CEO

1.4.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Activities in Thoroughfares and Public Places and Trading Local Law*: cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – "acceptable material" cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.7 Designation of special environmental areas cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	**1. General Activity Control** 1A. Authority, limit to permits subject of this delegation, to: a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. 1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:

	a. Temporary vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1); i. dig or otherwise create a trench through or under a kerb or footpath; ii. throw, place or deposit anything on a verge; iii. cause any obstruction to a vehicle or person using a thoroughfare; iv. cause any obstruction to a water channel; v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare; vi. damage a thoroughfare; vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13; viii. fell any tree onto a thoroughfare; ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare; x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare; xi. use or do anything so as to create a nuisance; xii. place or cause to be placed in on a thoroughfare a bulk rubbish container; xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare; c. Drive or take a vehicle on a closed thoroughfare [cl.2.19]; d. Erect or place an advertising or directional sign [cl.3.2] e. Use of portable signs [cl.3.4]; f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]; g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]; h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11]. i. Burn, subject to the *Bush Fires Act 1954*, slash or apply herbicides to part of a thoroughfare to reduce fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15] b. Construct firebreaks on a thoroughfare [cl.5.17] 1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].

	2. Use of Public Places 2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)]. **3. Crossings** 3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)]. **4. Thoroughfares and Verges** 4A. Authority to determine and maintain the list of "acceptable materials"' which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6]. 4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11]. 4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15]. 4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to: a. Alter the direction of a sprinkler or other watering equipment [cl.9.1]; b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2]; 4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4]. 4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2]. **5. Flora and Fauna within Thoroughfares** 5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5]. 5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7]. 5C. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to: a. Collecting native flora and / or native flora seeds [cl.5.20]; b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9].

	5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Manager Works & Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	a) The CEO is to be advised of any delegation exercised.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. A register of all special environmental areas must be maintained under cl.5.8 of the *Activities in Thoroughfares and Public Places and Trading Local Law*. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* – refer CEO Delegations 1.3.3 and 1.3.4. Crossing permits are approved under Regulations 12 and 13 of the *Local Government (Uniform Local Provisions) Regulations 1996* – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

1.4.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Activities in Thoroughfares and Public Places and Trading Local Law*: cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	**1. Permits General** 1A. Authority, limited to the permit types listed below, to: a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. **2. Stallholder, Trading and Performing** 2A. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to: a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; c. Perform in a public place [cl.6.10]. 2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)]. **3. Outdoor Eating Facilities** 3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16].

	3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – *r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018* Shire of Coorow Fencing Local Laws
Record Keeping:	Exercising this delegation will be recorded in the Building Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.2 Demolition Permits

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation:	N/A

Conditions on the original delegation also apply to the sub-delegations.	

Compliance Links:	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* -- Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record Keeping:	Exercising this delegation will be recorded in the Building Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Building Act 2011* s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT

	Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record Keeping:	Exercising this delegation will be recorded in the Building Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.4 Designate Employees as Authorised Persons

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An *authorised person* for the purposes of sections 96(3) and 99(3) is not an *approved officer* or *authorised officer* for the purposes of Building Reg. 70.
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**N/A**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Building Act 2011*: s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.5 Building Orders

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*.
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Building Act 2011*: Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Exercising this delegation will be recorded in the Building Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.6 Inspection and Copies of Building Records

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.131(2) Inspection, copies of building records
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer** **Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	*Building Act 2011* - s.146 Confidentiality
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.7 Referrals and Issuing Certificates

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.145A Local Government functions
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Building Act 2011
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012*: r.51 Approvals by permit authority
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Building Act 2011
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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2.1.9 Smoke Alarms – Alternative Solutions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**Building Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Building Act 2011
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

2.1.10 Appointment of approved officers and authorised officers

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012:* r.70 Approved officers and authorised officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). *NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(2). *NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).*
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**N/A**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A
Compliance Links:	*Building Regulations 2012:* r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.2 Prohibited Burning Times - Vary

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**President and Chief Bush Fire Control Officer (jointly)**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.3 Prohibited Burning Times – Control Activities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	*N/A*

Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

	7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3) 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.*
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.7 Firebreaks

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.9 Control and Extinguishment of Bush Fires

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Council Policy FIRE-001 Fire Control
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

3.1.11 Prosecution of Offences

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	**Chief Executive Officer** **Deputy Chief Executive Officer** **Ranger** **Bush Fire Control Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

Compliance Links:	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Cat Regulations 2012 r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.

	r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011*.
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

4.1.2 Cat Control Notices

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer** **Ranger**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

4.1.3 Approval to Breed Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011:* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.49(3) Authorised person may cause cat to be destroyed
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

4.1.5 Applications to Keep Additional Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat (Uniform Local Provisions) Regulations 2013*: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>	

4.1.6 Reduce or Waiver Registration Fee

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Regulations 2012*: Schedule 3 Fees clause 1(4)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>	

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	*Cat Act 2011:* s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	**Deputy Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	Nil.

Compliance Links:	*Cat Regulations 2012:* r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1974:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1974:* s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of $100 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Dog Local Laws 2003-2004 Amendment Local Law Council Policy FIN-001 Financial Hardship
Record Keeping:	Exercising this delegation will be recorded in the Delegated Authorities Approvals list and approved by Council at the next Ordinary or Special Meeting of Council

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.2 Refuse or Cancel Registration

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]

Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	*Dog Act 1976* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.3 Kennel Establishments

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.27 Licensing of approved kennel establishments
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Coorow's Dogs Local Law.
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**N/A**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.4 Recovery of Moneys Due Under this Act

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.29(5) Power to seize dogs
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Shire of Coorow Dog Local Laws 2003-2004 Amendment Council policy FIN-001 Financial Hardship
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.29(11) Power to seize dogs
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.6 Declare Dangerous Dog

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	N/A

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Nil**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Nil**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous *[s.33H(5)]*.
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Dog Local Laws 2003-2004 Amendment
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $1,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6.1.2 Prohibition Orders

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6.1.3 Food Business Registrations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6.1.5 Debt Recovery and Prosecutions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3). 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

6.1.6 Food Businesses List – Public Access

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: r.51 Enforcement agency may make list of food
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Coorow Health Local Laws 1998
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer** **Manager Works & Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Deputy Chief Executive Officer** **Manager Works & Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

7.1.3 Obliterate Graffiti on Private Property

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Manager Works & Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

7.1.4 Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government

Sub-Delegate/s: *Appointed by CEO*	**Manager Works & Services**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Nil
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

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2	
3	

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express Power or Duty Delegated:	*Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate.

Compliance Links:	*Criminal Procedure Act 2004 – Part 2* *Shire of Coorow Health Local Laws*
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.22 Reports by and about enforcement agencies
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Coorow [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. *Shire of Coorow Health Local Laws*
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

8.1.3 Designate Authorised Officers

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws

	s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006*, Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* *The Criminal Code*, Chapter XXVI – refer s.252 of the *Public Health Act 2016* *Shire of Coorow Health Local Laws*
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

8.1.4 Determine Compensation for Seized Items

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.264 Compensation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of $5,000, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Coorow Health Local Laws
Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Planning and Development Act 2005:* Section 214(2), (3) and (5)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Planning Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Nil

Compliance Links:	Part 13 of the *Planning and Development Act 2005* Shire of Coorow Town Planning Scheme

Record Keeping:	Information to be recorded in the Shire's electronic recordkeeping/accounting system

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>

10 Local Planning Scheme – Council to CEO

This section is still currently under review

11 Statutory Authorisations and Delegations to Local Government from State Government Entities

11.1 Environmental Protection Act 1986

11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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No. 47. 19-Mar-2004
Page: 919 Pdf - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;

(b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);

(c) community activities--noise control notices in respect of community noise under regulation 16;

(d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;

(e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;

(f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;

(g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

(i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

11.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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No. 71. 16-May-2014
Page: 1548 Pdf - 2Mb

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995;* and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984,* Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

11.2 Planning and Development Act 2005

11.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: • a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. in respect of development applications being made under or referred to in: (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act); (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act); (iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act); (vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part; (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjarraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

11.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)

GOVERNMENT GAZETTE Tuesday, 30 May 2017 No.14

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;

B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.

C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

(a) where the land is subject to a resolution under Clause 32 of the MRS; or

(b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or

(c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or

(d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or

(e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693(PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

(a) the permissible vehicular access arrangements to the subject land via the regional road frontage
- **Category 1 road** means that frontage access is not allowed (control of access);
- **Category 2 road** means that frontage access may be allowed subject to approval; and

(b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
- **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

"**Category 1 road**" applies where regional roads—

(a) are constructed or planned to a fully controlled and grade separated freeway standard; or

(b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

"Category 2 road" applies where regional roads—

(a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or

(b) have direct frontage access to abutting properties due to the historic development of the road and properties.

"Category 3 road" applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

(a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.

(b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. Where a development application has one or more of the following characteristics— (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation.	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. Where a development application has one or more of the following characteristics— (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.
(c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than $20 000; or (f) Development on a lot affected by the regional road reservation where— • none of the proposed development is within the regional road reservation; and • has a construction value greater than $150 000	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

(1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (http://www.planning.wa.gov.au/1212.asp)

(2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—*5.1 Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.
(http://www.planning.wa.gov.au/publications/812.asp; and
https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx)

(3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines.* http://www.planning.wa.gov.au/publications/1197.asp

(4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning.* (http://www.planning.wa.gov.au/publications/1182.asp)

(5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC *Policy 5.4 Advertising on Reserved Land. (http://www.planning.wa.gov.au/publications/825.asp*

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

(a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.

(b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.

(c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

(a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;

(b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;

(c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and

(d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or *"development means the development or use of any land, including—*
  - *(a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
  - *(b) the carrying out on the land of any excavation or other works;*
  - *(c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that—*
    - *(i) is likely to change the character of that place or the external appearance of any building; or*
    - *(ii) would constitute an irreversible alteration of the fabric of any building".*
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m² "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
  - (a) a Minister of the Crown in right of the State;

(b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
(c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;

- "regional road" means any road designated under the region Scheme as follows—
  (a) land coloured red in the Scheme Map—Primary Regional Roads; and
  (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guidelines*

CORRECTION TO DELEGATION 2017/02
GOVERNMENT GAZETTE 2 June 2017

PL101

CORRECTION

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
   "TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled "DEL 2015/02 Powers of local governments and Department of Transport (MRS)" published in the *Government Gazette* on 18 December 2015, to give effect to this delegation."

AMENDMENT TO DELEGATION 2017/02
GOVERNMENT GAZETTE, Tuesday, 18 December 2019, No.193

PL402

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DoT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word "but excluding any application relating to large format digital signage" are deleted from clause 2.

2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets "(excluding applications under clause 3, Section A)" are deleted from the title to clause 4.

2. Clause 5 is deleted.

3. In the interpretation section the terms "Large format digital signage" and "Public Authority" and their respective definitions, are deleted.

11.2.3 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

(a) propose the creation of a vacant lot;

(b) propose vacant air stratas in multi-tiered strata scheme developments;

(c) propose the creation or postponement of a leasehold scheme;

(d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);

(e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—

i. a type of development; and/or

ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

(a) section 21 of the *Strata Titles Act 1985*;

(b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

12 Main Roads Act 1930

12.1.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website here

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Dated:

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

_____
Signature of Witness

_____
Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

……*(Insert name of Local Government)*…… agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of)
_____)
[Insert name of Local Government])
Was hereunto affixed pursuant to a resolution of the Council in the presence of:)

_____
Signature of Chief Executive Officer

_____
Signature of Witness

_____
Name of Witness (please print)

Page 2 of 2

12.1.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website here

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises ..... ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

_____
Signature of Witness

_____
Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)

.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

_____
Chief Executive Officer

_____
Witness

12.2 Road Traffic (Vehicles) Act 2012

12.2.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

(a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

(b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

Approval for ranger vehicles to fit and use yellow flashing lights (transport.wa.gov.au)
Extracted on line on 15 March 2021

11.1.2 COUNCILLOR ATTENDANCE FEES, ALLOWANCES AND EXPENSES 2026/2027

Reporting Officer:	**M Maxfield, Chief Executive Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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

The purpose of this report is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2026/27 financial year.

BACKGROUND

Regulations 1996 provide for Councillors to receive certain sitting fees, allowances and reimbursements. The payments are required to be within a range set by the WA Salaries and Allowances Tribunal.

Fees, Allowances and Expenses available include:

- Meeting attendance fees (or alternatively annual attendance fees);
- President and Deputy President's allowance;
- Information & Communications Technology allowance (or reimbursement);
- Travel and accommodation expense allowance;
- Childcare reimbursement; and
- Other prescribed reimbursements approved by Council.

COMMENT

On 2 April 2026 the WA Salaries and Allowances Tribunal released its latest annual Local Government Chief Executive Officers and Elected Members Determination. The Determination includes several changes, which are outlined in detail in the Preamble.

Key changes are summarised below:

• A general economic increase of 3.5% to the CEO remuneration bands and elected council member fees and allowances (rounded).

• Changes to the Regional/Isolation Allowance, including an increase in the annual maximum for some Local Governments and expanded eligibility to an additional 17 Local Governments.

• Amended wording of the ICT allowance, clarifying that where ICT equipment is supplied to elected council members by the Local Government, the allowance is to be reduced by the cost of the supplied ICT equipment. The determination comes into effect on 1 July 2026.

Sitting Fees

Council may make any determination on Councillor attendance fees, allowances and expenses for 2026-27 that is within the allocated range for a Band 4 Local Government.

There is no compulsion for Council to make any increase from year to year as long as the decision is within the allotted Band range. For member sitting fees there are two options:

• Individual attendance fees for every Council and committee meeting attended.

• Annual allowance paid quarterly to cover all meetings for the year.

As has been the case for a number of years, if annual allowances were paid even the minimum would exceed the Council's historical budget for meeting fees. In the recommendations below, all sitting fees are based on the Tribunal recommended increase of 3.5%, rounded up to the nearest dollar. An alternative option in the last column is based on 75% of the Band 4 maximum.

Allowance	**Min**	**Max**	**Coorow Existing**	**Proposed +3.5% rounded**	**Alternate 75% of Max**
Council Meeting Fee - Councillor	$109	$280	$250	$260	$210
Council Meeting Fee - President	$109	$570	$510	$530	$428
Presidents Allowance Annually	$596	$23,257	$19,000	$19,665	$17,443
Deputy Presidents Allowance Annually	$149	$5,814	$4,750	$4,916	$4,360
Independent Committee Member (excluding ARIC)	$0	$466	$350	$350	$350
Independent Committee Member - ARIC	$110	$1,215	$350	$350	$911
Committee Meeting Fee - Councillor	$57	$140	$0	$0	$105
Committee Meeting Fee - President	$57	$140	$0	$0	$105

There are a number of other types of meetings where attendance will entitle our Elected Members to the payment of the committee sitting fee: Reg 30(3A) of the Local Government Administration Regulations specifies:

(3A) Each of the following meetings is a meeting of a prescribed type for the purposes of section 5.98(2A) —

(a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;

(b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;

(c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

(d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;

(e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.

Allowances

Similar options are available for communication allowances. The tribunal has determined that Council may set an allowance in lieu of some of the reimbursements set out in regulation 31 and 32.

The tribunal described the Information and Computing Telecommunications Allowance (ICT) Allowance as follows: ICT expenses means:

(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;

(b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

(c) or any expenses, including the purchase costs, of ICT hardware provided to elected members.

The SAT has set the range for the ICT from $500 to $3,500. As this allowance remains unchanged from the prior year, the recommended allowance for our Council also remains the same as before.

Traditionally the Shire of Coorow have opted for $600 as laptops are provide. The $600 is intended to subside a Councillors internet and mobile phone usage.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

State Administrative Tribunal Determination No 1 2026

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Allowances will be made in the 2026/2027 budget

RISK IMPLICATIONS

Nil

ATTACHMENTS

1. 2026 local government determination ⇩

OFFICER RECOMMENDATION

That Council in the 2026/27 financial year, pay:

1. Shire President meeting fee of $530 per Council meeting.
2. Councillor meeting fee of $260 per Council meeting.
3. Shire President's annual allowance of $19,665.
4. Deputy Shire President's annual allowance of $4,916.
5. Committee meeting fee of $0 per meeting or other form of prescribed meeting.
6. Annual ICT Allowance of $600 per Councillor.
7. All travel and childcare costs upon presentation of proof of expense/payment receipts.
8. Independent Committee Member meeting fee of $350 per meeting.
9. Independent Audit, Risk & Improvement Committee Member meeting fee of $350 per meeting.

TRIBUNAL DETERMINATION 2026 – 032

SALARIES AND ALLOWANCES ACT 1975

DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS

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PREAMBLE

STATUTORY CONTEXT

1. Section 7A of the *Salaries and Allowances Act 1975* (SA Act) requires the Salaries and Allowances Tribunal (Tribunal) to 'inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments'.

2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
   - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* (LG Act) to elected council members for attendance at meetings;
   - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
   - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

3. By issuing this determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under Sections 7A and 7B to be issued at intervals of not more than 12 months.

4. The Tribunal has also considered Sections 2.7 to 2.10 and Section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.

Christmas and Cocos (Keeling) Islands

5. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands. This inquiry reviewed the remuneration and fees, expenses and allowances for the Shires of Christmas and Cocos (Keeling) Islands.

CURRENT INQUIRY

Local Government Survey

6. In August and September 2025, the Tribunal conducted a survey of local governments in order to inform a comprehensive review of all aspects of the determination.

7. The survey was undertaken to assess sector views on the determination. Feedback highlighted a range of operational challenges and contextual differences across local governments. However, these issues did not demonstrate a systemic or sector-wide shift that would warrant fundamental changes to the current framework.

8. Every local government had the opportunity to complete the survey and comment on all aspects of the determination. 64 responses were received. A broad overview of the results follows:

   - 25 or 39% of local governments stated that they have experienced attraction and retention issues and some requested the Tribunal increase remuneration rates for CEOs
   - 5 non-metropolitan local governments requested eligibility to provide a Regional/Isolation Allowance to their CEO
   - 12 or 20% of local governments requested an increase to the annual allowance for Mayors/Presidents/Chairs; and 11 or 19% requested an increase to the annual allowance percentage rate for Deputy Mayors/Presidents/Chairs
   - 10 or 17% of local governments requested an increase to the ICT allowance range.

Submissions and consultation

9. Separate to the survey, submissions were also received from local governments and individual Councillors.

10. The Tribunal has also liaised with the Statutory Adviser, the Department of Local Government, Industry Regulation and Safety, the Western Australian Local Government Association and the Local Government Professionals WA regarding the current inquiry.

CONCLUSIONS

11. The Tribunal has completed its inquiry and review of the determination, including consideration of the outcomes of the Local Government Survey, submissions and liaison with key stakeholders. The evidence gathered through this process indicates that the existing arrangements remain appropriate and continue to operate as intended, however, some changes to the determination have been made.

Attraction and retention

12. In determining appropriate remuneration, the Tribunal considers comparative remuneration levels, broader labour-market trends, and the relative work value of roles across our jurisdiction, and others, to ensure competitiveness.

13. While some local governments reported difficulties attracting and retaining CEOs and senior executives, including movement to other local governments or the private sector and instances of CEOs shifting to deputy or executive roles in larger Band 1 or 2 local governments for comparable or higher pay, the Tribunal notes that such mobility is a longstanding and normal feature of public sector labour markets. Similar patterns occur across the Western Australian public sector, where executives in smaller agencies commonly progress to senior or deputy roles in larger organisations to gain experience with greater organisational complexity as part of their leadership pathway.

14. The Tribunal also notes that remuneration practices vary significantly, and while some local governments remunerating CEOs at or near the maximum of the band may experience attraction and retention challenges, others are remunerating CEOs at varying points within the existing band ranges without difficulty. A uniform increase to remuneration bands would therefore risk addressing isolated or localised issues through a blanket adjustment that is neither proportionate nor justified across the sector.

15. The Tribunal acknowledges the challenges faced by smaller local governments, however, these issues do not indicate a systemic problem in the current banding structure or remuneration framework. The Tribunal will continue to monitor workforce dynamics but finds no evidence at this time that adjustments to the determination would materially or sustainably influence these established mobility patterns.

16. The Tribunal also notes, that for non-metropolitan local governments eligible for the Regional/Isolation Allowance, that this allowance is intended to assist with attraction and retention issues in regional and remote areas.

Band allocation model

17. The Tribunal continues to apply the four band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.

18. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated band. The Tribunal will only adjust a band classification when a local government or regional local government council can demonstrate a substantial and sustained increase in functions, roles, or scope of the organisation.

19. In reviewing the band allocation model, the Tribunal has examined local governments with potential to change band classification and considers no change is warranted for any local government at this time.

20. Further, the Tribunal has explored the option of providing an allowance to the largest Band 1 local governments. Some local governments and councillors advocated for the maximum range of Band 1 to be increased or an allowance to be provided to acknowledge the additional work required of large local governments.

21. In considering this option, it is noted that there are variations in size, scale and complexity across all local governments within all 4 bands, not just within Band 1.

22. These variances in size, scale and complexity are already captured within the current banding framework, which relies on the following features to determine band allocation:

    - expenditure (operating and capital)
    - population
    - staffing levels (FTE)
    - major growth and development, including risk management
    - significant social/economic issues
    - significant demand to service and support non-resident needs
    - high impact environmental management issues and responsibilities
    - greater diversity of services delivered than normally provided by similar sized local governments
    - services delivered
    - focus of the CEO role and Council profile.

23. In reviewing the largest local governments within Band 1, the Tribunal noted the differences in organisational size, service breadth and operational demands. While these differences are recognised, they did not clearly demonstrate higher leadership, governance, legal or operational responsibilities or requirements that would justify an additional allowance. Accordingly, the Tribunal is not proposing changes to CEO remuneration bands or Council member fees at this time.

Regional/Isolation Allowance

24. The Regional/Isolation Allowance (RIA) is provided to some non-metropolitan local governments in recognition of regional and isolation factors which may affect the attraction and retention of CEOs. Essentially, the RIA calculation comprises two elements – a district allowance component and an attraction and retention component. Factors considered by the Tribunal when determining these amounts are detailed in Part 3.2 (3) of the determination.

District Allowance component

25. The fixed district allowance component of the RIA is an acknowledgement of the additional expenses associated with living in a particular location and is based on the *District Allowance (Government Officers) General Agreement 2010* (the Agreement).

26. The Agreement was originally calculated based on 3 components:

    - Cost of Living – Regional Price Index (RPI) scores calculated with the Public Service General Agreement Level 1.1 salary rate

- Isolation – Australian Bureau of Statistics Accessibility/Remoteness Index of Australia (ARIA+) classifications calculated with March quarter Consumer Price Index (CPI) figures
- Climate – Bureau of Meteorology's Relative Strain Index (RSI) scores calculated by CPI.

27. The Agreement provided for annual adjustments based on movements to the above components, but this did not occur.

28. The district allowance component of the RIA has only been increased by the Tribunal once since the RIA was introduced, which was in 2023 when a general increase was applied.

Attraction and Retention component

29. A flexible and discretionary CEO attraction and retention component, set by the Tribunal, is designed to support local governments in securing and retaining suitably qualified CEOs in areas where the geographic location limits the available talent pool.

30. Based on a variety of reasons, the attraction and retention component has been changed (both increased and reduced) since the RIA was first introduced.

Eligibility

31. Eligibility for the RIA is based on the exclusion zone documented in the Agreement. Any local government whose boundaries fall within the inclusion zone received the allowance, and any local government whose boundaries fall within the exclusion zone was not eligible.

Review of the RIA

32. The Tribunal examined a range of alternative models for the RIA, however, it concluded that none were able to adequately replicate the underlying purpose and intent of the RIA.

33. Instead, the Tribunal has opted to update and recalculate the two RIA components, and to revise the eligibility criteria governing access to the allowance.

34. The district allowance component of the RIA has been recalculated based on the original stated methodology, with some modifications:

- Cost of Living – RPI with Public Service General Agreement Level 1.1 salary rates
- Isolation – ARIA++ (instead of ARIA+) scores with March quarter CPI adjustments (to 2025)
- Climate – Air Conditioning Rebate entitlements for relevant towns (replacing the now redundant BOM RSI scores).

35. The attraction and retention component of the RIA has been adjusted based on survey results and submissions which addressed the previously stated factors considered by the Tribunal in Part 3.2(3) of the determination and based on ARIA++ and Australian Bureau of Statistics Socio-Economic Indexes for Areas (SEIFA) scores.

36. ARIA++ is the national standard for measuring a community's access to services. It assesses remoteness using detailed modelling of road distances to population centres and essential services. An ARIA++ score above 5 indicates a high level of geographic isolation and limited access to fundamental services such as health, education, government support and retail.

37. SEIFA provides a comprehensive assessment of socio-economic conditions using Census data, including income, employment, education, occupation and access to material resources. A SEIFA score below 1000 indicates communities experiencing relative socio-economic disadvantage compared with the national average.

38. With respect to eligibility, although the RIA is a combination of a district allowance and attraction and retention component, as the eligibility was only based on the Allowance exclusion zone, this meant the Tribunal has been unable to assist non-eligible local governments to attract and retain CEOs, and by way of flow-on, attract and retain deputies and other executives.

39. By adopting eligibility thresholds of an ARIA++ score above 5 and a SEIFA score below 1000, the Tribunal is strengthening the transparency, fairness and contemporary relevance of the RIA. These measures reflect the latest Australian Bureau of Statistics classifications and provide a robust, evidence-based method for identifying local governments most affected by isolation and disadvantage.

40. These updated boundaries will allow the RIA to better achieve its purpose in recognising the genuine additional costs and challenges associated with life and leadership in regional Western Australia, while supporting the attraction and retention of skilled CEOs who are vital to the long-term sustainability and prosperity of regional communities.

41. Therefore, in addition to the current Allowance boundary, using a combination of ARIA++ and SEIFA scores, eligibility has now been expanded to include 17 local governments in the Wheatbelt and Great Southern.

42. The no disadvantage principle has been applied so that all currently eligible local governments will continue to be eligible to provide an RIA to their CEO, and no amounts have been reduced. Some RIA amounts remain the same, and some have increased.

43. It is important to note that although a component of the RIA is *based* on the Agreement methodology, any possible future replacement Agreements and consequential changes in methodology and/or eligibility will not impact the current RIA, instead they may inform future reviews of the RIA.

44. The Tribunal would like to re-iterate that there is no requirement for local governments to provide the RIA to their CEO. It is to be used at the discretion of the local government and justified and provided in a transparent manner considering all factors outlined in the determination. It is also noted that local governments employees situated above the 26th parallel may also be eligible for several Commonwealth taxation concessions; these local governments are encouraged to examine and, where feasible, incorporate such concessions when determining CEO remuneration.

Elected Council Members

45. Some submissions from elected council members proposed that their fees should reflect a full-time role and be comparable to that of Members of Parliament.

46. The Tribunal acknowledges that both local and state government representatives are elected by their communities, however, the nature, scope and complexity of these roles differ significantly. The Tribunal does not consider the work value of elected council members to be equivalent to that of Members of Parliament, nor that such equivalence would justify similar levels of remuneration.

47. For clarity, the legislative framework governing this determination provides for meeting attendance fees, annual allowances (for Mayors/Presidents/Chairs) and reimbursement of expenses. These mechanisms are expressly designed to compensate elected council members for time, effort and out-of-pocket expenses associated with duties that are part-time and voluntary in nature, and not to provide income commensurate with full-time employment.

48. Should elected council members wish to pursue changes to this legislative framework, they may raise these matters with the Department of Local Government, Industry Regulation and Safety and the Minister for Local Government for further consideration.

DECISIONS

49. The Tribunal has determined a general economic increase of **3.5%** for local government CEOs and Elected Council Members.

50. In reaching this decision, the Tribunal has relied on the most up-to-date economic information available, including WA data on CPI and WPI, and the wider public sector framework. The Tribunal recognises that broader economic conditions and current global uncertainties may place additional upward pressure on costs of living, but the scale and duration of any potential flow-on effects remain uncertain and difficult to quantify at the time of making this determination. Given this uncertainty, the Tribunal considers it appropriate to avoid making speculative adjustments.

51. As the Tribunal is statutorily required to issue the Local Government Determination at intervals of not more than 12 months, this determination must be issued prior to 4 April 2026, although it does not take effect until 1 July 2026. Accordingly, the Tribunal will continue to monitor economic indicators and developments, and will revisit this matter and make adjustments if necessary.

52. **CEO remuneration** – the Tribunal has determined a **3.5%** increase to CEO remuneration bands. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase within the bands must be determined by each local government through its own assessment of whether changes are justified.

53. **Elected council members attendance fees** – the Tribunal has determined a **3.5%** increase to elected council member attendance (annual and sitting) fees. The Tribunal emphasizes that the fees for elected council members should be set to compensate costs for the prescribed role of an elected council member, which has been specifically described as not being a full-time occupation in parliamentary debates of the *Local Government Amendment Act 2011* and re-iterated again in the Parliament through the passing of the *Local Government Amendment Bill 2024*.

54. **Committee meeting fees** – the Tribunal has determined a **3.5%** increase to the sitting and annual fees for elected council members to attend committee meeting and prescribed meetings.

55. **Independent Committee Member fees** – the Tribunal has determined a **3.5%** increase to the fees for independent committee members.

56. **Independent Audit, Risk and Improvement Committee Member fees** – the Tribunal has determined that the **minimum range** of fees be increased by **3.5%** for independent ARIC members. It is the intention of the Tribunal to consider annual increases going forward, however, as these rates were only just considered and determined effective from 1 January 2026, the maximum amount remains unchanged.

57. **Mayor/President/Chair Annual allowances** – the Tribunal has determined a **3.5%** increase to the annual allowance ranges for Mayors/Presidents/Chairs.

58. **Deputy Mayor/President/Chair Annual allowances** – the Tribunal has determined that the percentage rate of **25%** is appropriate and should remain unchanged for the deputy annual allowance.

59. **Regional/Isolation Allowance** – the Tribunal has determined an increase to most local governments of varying amounts, and determined that 17 additional local governments be eligible for the allowance which are now included in Table 3 of the determination.

60. **Annual Allowance in lieu of reimbursement of expenses** – to avoid misuse of the ICT expense allowance and embed good practice, the Tribunal has determined that the wording for this allowance be amended to indicate that if ICT equipment is supplied to elected council members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

61. **Regional Local Government Councils** – the Tribunal has determined that the Resource Recovery Group be removed from the determination as it has been wound up.

62. **Housing and motor vehicle allowances** – the Tribunal has determined that these allowances remain unchanged.

63. Some percentage increases provided have been rounded.

The Determination will now issue.

DETERMINATION

PART 1 INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026.

1.2 Commencement

This determination comes into operation on **1 July 2026**.

1.3 Content and intent

(1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.

(2) The determination applies to:
- (a) Chief Executive Officers (CEOs)
- (b) Acting Chief Executive Officers
- (c) Elected Council Members.

(3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.

(4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.

(5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under Section 3.66 of the LG Act.

(6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government council, the amount determined by the Tribunal will be payable to an eligible elected council member.

(7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government council, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.

(8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local government councils and to remunerate them for the performance of the duties associated with their office.

(9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

1.4 Terms used

(1) In this determination, unless the contrary intention appears:

Chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

Committee meeting means a meeting of a committee of a council where the committee comprises:
(a) council members only; or
(b) council members and/or employees of the local government or regional local government council and/or independent members.

Council, in relation to:
(a) a local government, means the council of the local government;
(b) a regional local government, means the council of the regional local government;

Elected Council Member, in relation to:
(a) a local government –
  i means a person elected under the LG Act as a member of the council of the local government; and
  ii includes the mayor or president of the local government;

(b) a regional local government council –

i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and

ii includes the chair of the regional local government council;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996;*

Mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

Non-Metropolitan region means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

President means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

(1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.

(2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local government councils (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2 TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 General

(1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.

(2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.

(3) For the purposes of this determination, the TRP must capture the full value of all monetary and non-monetary items of remuneration provided to a CEO as a reward or benefit provided for the performance of their duties as a CEO. Without limiting the generality of this, some examples of items that qualify for inclusion in a TRP are:

(a) Base salary
(b) Annual leave loading
(c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
(d) Association membership fees
(e) Attraction/retention allowance, not being provided under Part 3
(f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
(g) Cash bonus and performance incentives
(h) Cash in lieu of a motor vehicle
(i) Fitness club fees
(j) Grooming/clothing allowance
(k) Health insurance
(l) School fees and/or child's uniform
(m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
(n) Travel or any other benefit taken in lieu of salary
(o) Travel for spouse or any other member of family
(p) Unrestricted entertainment allowance
(q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).

(4) The only exclusions from the TRP are:

(a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);

(b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and

(c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO, such as a laptop or mobile phone), and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 Local Government Classification

(1) The TRP ranges in Table 1 apply where a local government or regional local government council has been classified into the relevant band.

Table 1: Local government band – CEO TRP ranges

CEO Total Reward Package		
Band	**Minimum**	**Maximum**
1	$298,832	$455,071
2	$246,467	$383,393
3	$188,483	$310,883
4	$168,758	$258,762

(2) Local governments have been classified in Schedule 1.

(3) Regional local government councils have been classified in Table 2.

Table 2: Regional local government council band classification

Regional LG Council Classification	
Regional LG Council	**Band**
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Western Metropolitan Regional Council	4

PART 3 REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to CEOs from local governments identified in this Part.

3.1 General

(1) Local governments listed in Table 3 in this Part may provide an annual Regional/Isolation Allowance to a CEO, in addition to the CEO's TRP, in recognition of the regional and isolation factors, such as higher costs of living, which may affect the attraction and retention of the CEOs of those local governments.

(2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.

(3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.

(4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 Determining appropriateness and rate of allowance

(1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the local government should not provide this Allowance.

(2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the local government.

(3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:

(a) Remoteness - issues associated with the vast distances separating communities within a local government or the distance of the Local Government from Perth or a Regional Centre.

(b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.

(c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

(d) Dominant industry - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.

(e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.

(f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 Regional/Isolation Allowance

(1) Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance – per annum maximum

Regional/Isolation Allowance	
Local Government	**Maximum**
Ashburton Shire	$70,000
Broome Shire	$55,000
Broomehill-Tambellup Shire	$10,000
Bruce Rock Shire	$10,000
Carnamah Shire	$40,000
Carnarvon Shire	$45,000
Chapman Valley Shire	$38,600
Christmas Island Shire	$90,000
Cocos (Keeling) Islands Shire	$90,000
Coolgardie Shire	$38,600
Coorow Shire	$40,000
Cue Shire	$60,000
Dalwallinu Shire	$15,000
Dandaragan Shire	$10,000
Derby-West Kimberley Shire	$60,000

Regional/Isolation Allowance	
Local Government	**Maximum**
Dundas Shire	$50,000
East Pilbara Shire	$70,000
Esperance Shire	$40,000
Exmouth Shire	$55,000
Gnowangerup Shire	$15,000
Greater Geraldton City	$32,200
Halls Creek Shire	$80,000
Irwin Shire	$38,600
Jerramungup Shire	$45,000
Kalgoorlie-Boulder City	$38,600
Karratha City	$80,000
Katanning Shire	$10,000
Kellerberrin Shire	$10,000
Kent Shire	$20,000
Kondinin Shire	$25,000
Koorda Shire	$15,000
Kulin Shire	$20,000
Lake Grace Shire	$20,000
Laverton Shire	$55,000
Leonora Shire	$55,000
Meekatharra Shire	$65,000
Menzies Shire	$55,000
Merredin Shire	$15,000
Mingenew Shire	$38,600
Morawa Shire	$40,000
Mount Magnet Shire	$50,000
Mount Marshall Shire	$25,000
Mukinbudin Shire	$40,000
Murchison Shire	$55,000
Narembeen Shire	$20,000
Ngaanyatjarraku Shire	$80,000

Regional/Isolation Allowance	
Local Government	**Maximum**
Northampton Shire	$38,600
Nungarin Shire	$20,000
Perenjori Shire	$45,000
Port Hedland Town	$80,000
Ravensthorpe Shire	$50,000
Sandstone Shire	$60,000
Shark Bay Shire	$60,000
Tammin Shire	$15,000
Three Springs Shire	$38,600
Trayning Shire	$15,000
Upper Gascoyne Shire	$65,000
Victoria Plains Shire	$15,000
Westonia Shire	$40,000
Wickepin Shire	$10,000
Wiluna Shire	$55,000
Wongan-Ballidu Shire	$10,000
Woodanilling Shire	$15,000
Wyalkatchem Shire	$15,000
Wyndham-East Kimberley Shire	$55,000
Yalgoo Shire	$50,000
Yilgarn Shire	$40,000

PART 4 HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 General

(1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.

(2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.

(3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.

(4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 Applicable housing allowance

(1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.

(2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.

(3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.

(4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

(5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.

(6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

PART 5 MOTOR VEHICLES

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 General

(1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.

(2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 Private benefit value

(1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).

(2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.

(3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6 MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 General

(1) Pursuant to Section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government council within the range determined in Section 6.2 of this Part for council meeting attendance fees.

(2) Pursuant to Section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.

(3) Pursuant to Section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.

(4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:

(a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government

(b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government

(c) council meeting of a regional local government council where the council member is the deputy of a member of the regional local government council and is attending in the place of the member of the regional local government council

(d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting
(e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.

(5) Pursuant to Section 5.99 of the LG Act, a local government or regional local government council may decide by an absolute majority that instead of paying council members an attendance fee referred to in Section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in Section 6.4 of this Part.

(6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
(a) person who organises the meeting pays the council member a fee for attending the meeting; or
(b) council member is paid an annual fee in accordance with Section 5.99 of the LG Act; or
(c) council member is deputising for a council member at a meeting of a regional local government council and the member of the regional local government council is paid an annual fee in accordance with Section 5.99 of the LG Act.

(7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
(a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
(b) role of the council member, mayor, president or chair including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
(c) particular responsibilities associated with the types of meetings attended;
(d) responsibilities of a mayor, president or chair to preside over meetings
(e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.

(8) The Tribunal has not determined a specific meeting attendance fee for the purposes of Section 5.98(1)(a) or (2A)(a) of the LG Act.

(9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

6.2 Council meeting attendance fees – per meeting

(1) The ranges of fees in Table 4 apply where a local government or regional local government council decides by an absolute majority to pay an elected council member a fee referred to in Section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting attendance fees – per meeting

Council meeting attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	$725	$922	$725	$1,258
2	$435	$684	$435	$911
3	$233	$482	$233	$735
4	$109	$280	$109	$570
Regional LG Council	$109	$280	$109	$570

6.3 Committee meeting and prescribed meeting attendance fees – per meeting

(1) The ranges of fees in Table 5 apply where a local government or regional local government council decides to pay an elected council member a fee referred to in Sections:

(a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or

(b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 5: Committee and prescribed per meeting fees

Committee meeting attendance fees		
Band	**Minimum**	**Maximum**
1	$363	$466
2	$218	$342
3	$114	$244
4	$57	$140
Regional LG Council	$57	$140

6.4 Meeting attendance fees for independent committee members – per meeting

(1) The range of fees in Table 6 apply where a local government or regional local government council decides to pay an **independent committee member** a fee referred to in:

(a) Section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or

(b) Section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

(2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

Table 6: Committee and prescribed per meeting fees for independent committee members

Independent Committee Member		
Bands	**Minimum**	**Maximum**
1 – 4	$0	$466
Regional LG Council	$0	$466

(3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.

(4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.5 Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting

(1) In accordance with Section 5.100(2)(b) of the LG Act, the fee payable by a local government or a regional local government council to an **Independent Audit, Risk and Improvement Committee (ARIC) Member** (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in Table 7. The fees provided in Table 7 are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.

(2) The range in Table 7 is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government's Audit and Financial Advisory Services Common Use Agreement (CUAAFA2024) may be used as guide.

Table 7: Independent ARIC members – per meeting fees

Independent Audit, Risk and Improvement Committee Member		
Bands	**Minimum**	**Maximum**
1 – 4	$110	$1,215
Regional LG Council	$110	$1,215

(3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.

(4) The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.6 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

(1) The ranges of fees in Table 8 apply where a local government or regional local government council decides by an absolute majority that, instead of paying council members a per meeting attendance fee referred to in Section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council, committee and prescribed per meeting fees

Annual attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	$28,525	$36,722	$28,525	$55,078
2	$17,238	$26,931	$17,238	$36,112
3	$8,917	$18,977	$8,917	$29,379
4	$4,161	$11,023	$4,161	$22,646
Regional LG Council	$2,086	$12,245	$2,293	$18,361

PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chairs and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 General

(1) Pursuant to Section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government council are entitled, in addition to any fees or reimbursement of expenses payable under Section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in Section 7.2 of this Part.

(2) Pursuant to Section 5.98A(1) of the LG Act, a local government or regional local government council may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government council, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government council, is entitled under Section 5.98(5) of the LG Act. That percentage is determined in Section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under Section 5.98 of the LG Act.

(3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the:

(a) leadership role of the mayor, president or chair
(b) statutory functions for which the mayor, president or chair is accountable
(c) ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment
(d) responsibilities of the deputy mayor, deputy president or deputy chair when deputising
(e) relative “size” of the local government as reflected in the Tribunal’s local government banding model
(f) civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 Annual allowance for a Mayor, President or Chair

(1) The ranges of allowances in Table 9 apply where a local government or a regional local government council sets the amount of the annual local government allowance to which a mayor, president or chair is entitled under Section 5.98(5) of the LG Act.

Table 9: Annual allowance for a Mayor, President or Chair

Mayor, President or Chair Annual Allowance		
Band	**Minimum**	**Maximum**
1	$59,414	$104,032
2	$17,825	$73,435
3	$1,193	$42,837
4	$596	$23,257
Regional LG Council	$596	$23,257

(2) Despite the provisions of subsection (1), the **City of Perth** is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of **$69,554 to $155,220**.

7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

(1) The percentage determined for the purposes of Section 5.98A(1) of the LG Act is **25%**.

(2) If the deputy performs the functions of mayor, president or chair for a continuous period of no less than four months, the deputy will be entitled to receive the mayor, president or chair allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

PART 8 EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 General

(1) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.

(2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
   (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
   (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.

(3) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in Section 8.2(6) to (8) of this Part.

(4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
   (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
   (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
   (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

8.2 Extent of expenses to be reimbursed

(1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

(2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to **$35 per hour**. If an elected council member incurs costs greater than $35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.

(3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

(a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or

(b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:

i for the person to travel from the person's place of residence or work to the meeting and back; or

ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

(4) The extent to which an elected council member of a regional local government council can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

(5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

(6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to $35 per hour. If an elected council member incurs costs greater than $35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.

(7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.

(8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government council may decide to pay.

9.1 General

(1) Pursuant to Section 5.99A of the LG Act, a local government or regional local government council may decide by absolute majority that instead of reimbursing elected council members under the LG Act Section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in Section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.

(2) Where a local government or regional local government council has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under Section 5.98(2) of the LG Act, Section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

(3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the:
- (a) intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
- (b) capacity of local governments to set allowances appropriate to their varying operational needs
- (c) particular practices of local governments in the provision and use by elected council members of information and communication technology (e.g. laptops/computers)
- (d) varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.

(4) With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members

(1) In this Part,

ICT expenses means:

(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;

(b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or

(c) any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties.

Travel and accommodation expenses means:

(a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or

(b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of Section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is **$500** and the maximum is **$3,500**.

(3) For the purposes of Section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is **$100**.

SCHEDULE 1: LOCAL GOVERNMENT BAND CLASSIFICATIONS

Local Government Band Classifications	
Local Government	**Band**
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4

Local Government Band Classifications	
Local Government	**Band**
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4

Local Government Band Classifications	
Local Government	**Band**
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3

Local Government Band Classifications	
Local Government	**Band**
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 2 April 2026



E Prof M Seares AO	Dr M Schaper	Mr O Whittle
CHAIRPERSON	MEMBER	MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

11.1.3 ACTIVE TRANSPORT PLAN 2025-2035

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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

To consider the consultant's feasibility report regarding the Active Transport Plan 2025 – 2035 available for public comment for a period of 30 days to allow for comprehensive public submissions.

BACKGROUND

The Shire of Coorow Active Transport Plan 2025–2035 (the Plan) will guide the future planning, development and management of walking and cycling infrastructure and programs across the Shire. It provides a long-term framework for safer, more connected and accessible active transport routes and supports future funding applications for community benefit.

COMMENT

The Plan was funded through the Western Australian Bicycle Network (WABN) Grants Program, administered by the Department of Transport and Major Infrastructure (DTMI). It aligns with the WA Bicycle Network Plan, the Long-Term Cycle Network (LTCN) for regional Western Australia, and DTMI's Local Bike Planning Guidance (2024). It was developed using a structured five-stage process informed by a review of existing policies and conditions, community and stakeholder engagement, site observations, network analysis, and project prioritisation.

STAKEHOLDER ENGAGEMENT

Shire of Coorow Councillors

Shannon Leigh (DTMI)

STATUTORY ENVIRONMENT

Local Government Act 1995.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

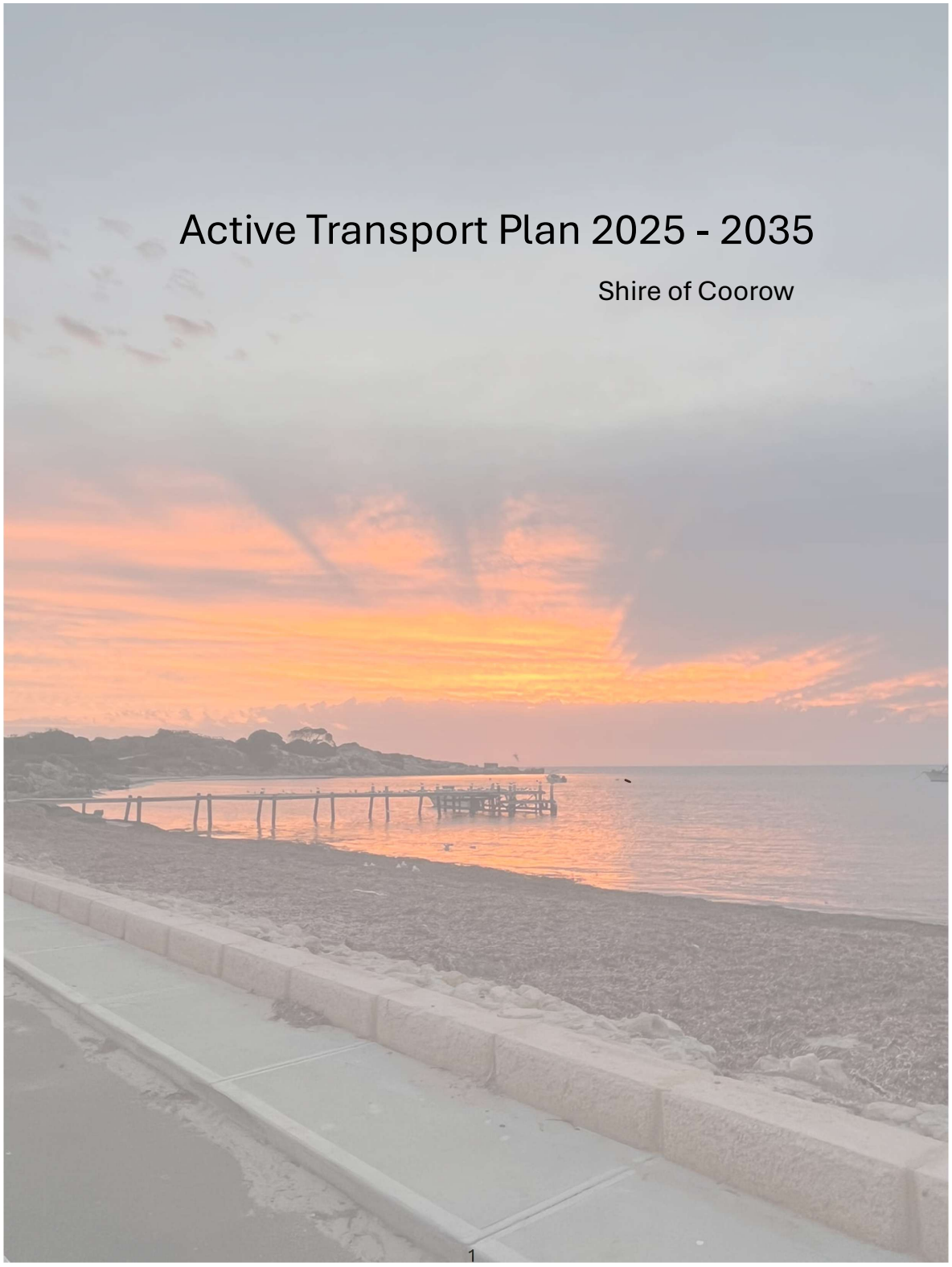
Nil

ATTACHMENTS

1. **Final Active Transport Plan** ⇩
2. **Appendix A** ⇩
3. **Appendix B** ⇩
4. **Appendix_C_Policy_Review** ⇩
5. **Appendix D Stakeholder Engagement Outcomes** ⇩

OFFICER RECOMMENDATION

That the council endorse public consultation for the Active Transport Plan 2025 – 2035 for a period of 30 days in writing submission and/or comments.


Active Transport Plan 2025 - 2035
Shire of Coorow
1

Plan on a Page

OUR VISION

"Walking and riding are part of everyday life in Coorow, Green Head and Leeman. Residents and visitors can move safely between homes, schools, shops, beaches and natural areas on foot or by bike, and the Shire's coastal landscapes, wildflower trails and community spaces are connected and accessible for everyone."

OBJECTIVES

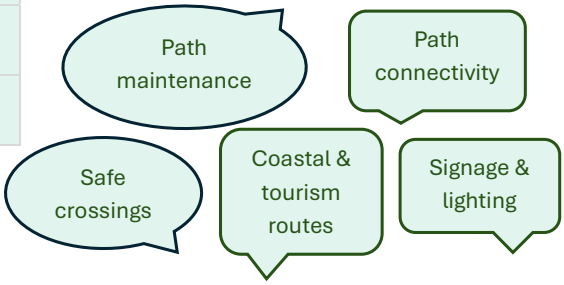
Connected network **Healthy communities** **Tourism & recreation** **All ages & abilities**
Protect environment **Regional connections** **Improve safety**

Priority Projects		
1	Green Head–Leeman Coastal Connection	Long term
2	Spain Street–North Street Link	Short term
3	Safe Route to Coorow Wildflower Farm	Medium term
4	Lakes Road Crossing	Short term
5	Pedestrian Crossings & Pram Ramps Audit	Medium term
6	Illyarrie Street Missing Link	Short term
7	Ocean View Drive path improvement	Long term
8	Railway Crossing Path Connection	Medium term
9	Caravan Park to Maley Park Connection	Short term

Six E's Delivery Framework

Environment Priority paths, crossings, coastal trails	**Education** School programs, road safety, route info
Encouragement Community events, Your Move, tourism	**Enabling policy** Capital works, advocacy, planning reqs
Equity All ages and abilities, accessible paths	**Evaluation** Monitor progress, review, track funding

What the Community Told Us



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1 Introduction

1.1 Background

The Shire of Coorow Active Transport Plan 2025–2035 (the Plan) will guide the future planning, development and management of walking and cycling infrastructure and programs across the Shire. It provides a long-term framework for safer, more connected and accessible active transport routes and supports future funding applications for community benefit.

The Plan was funded through the Western Australian Bicycle Network (WABN) Grants Program, administered by the Department of Transport and Major Infrastructure (DTMI). It aligns with the WA Bicycle Network Plan, the Long-Term Cycle Network (LTCN) for regional Western Australia, and DTMI's Local Bike Planning Guidance (2024). It was developed using a structured five-stage process informed by a review of existing policies and conditions, community and stakeholder engagement, site observations, network analysis, and project prioritisation.

1.2 Objectives

The Active Transport Plan will:

- Support the community vision: *The Shire of Coorow will be a sustainable, progressive, desirable and caring community, which recognises and values its diversity.*
- Establish a clear vision, mission and objectives for walking and bike riding in the Shire.
- Assess current conditions, infrastructure and community attitudes toward active transport.
- Identify gaps and opportunities to improve safety, connectivity and accessibility for people of all ages and abilities.
- Propose strategies and actions to make walking and riding safer, more attractive and accessible.
- Integrate with regional networks, including the LTCN, and provide connections to key destinations such as schools, recreation facilities, town centres and coastal trails.
- Provide an implementation plan with indicative costed actions, funding opportunities, timeframes and responsibilities.
- Establish a framework for monitoring and evaluation.

1.3 The Shire at a Glance

The Shire of Coorow is located approximately 290 kilometres north of Perth and covers approximately 4,194 square kilometres of the central west coast of Western Australia. It shares boundaries with the Shires of Carnamah, Dandaragan, Moora, Dalwallinu and Perenjori and has three primary settlements — Coorow, Green Head and Leeman — each with distinct land use patterns and travel needs. There are significant natural assets including national parks, coastal reserves and nature reserves that support nature-based tourism and recreational walking and riding.



Figure 1 Locational Plan (source: OpenStreetMap)

1.4 Demographics



The Shire has a notably older age profile compared to the WA average, with 64% of the population aged 45 years and over. The largest single age group is 60–74 years, representing 33% of residents is significantly higher than the 19% recorded for Greater Perth. This demographic pattern has direct implications for the design and prioritisation of active transport infrastructure. The following key planning characteristics reflect the Shire's demographic, geographic and economic context:

Older population	higher demand for low-stress, accessible walking infrastructure
Compact townsites	most key destinations are within comfortable walking or riding distance
Regional location	limited transport alternatives reinforce the value of local walking and cycling networks
Seasonal visitors	wildflower season and summer coastal recreation increase demand for trails and paths
Coastal and natural assets	national parks, coastal reserves and wildflower areas support nature-based tourism routes

The Shire's older demographic profile, regional context and seasonal visitor demand reinforce the importance of accessible, low-stress infrastructure for everyday trips, recreational walking and tourism routes — consistent with the All Ages and Abilities approach that underpins this Plan.

1.5 How the Plan was Developed

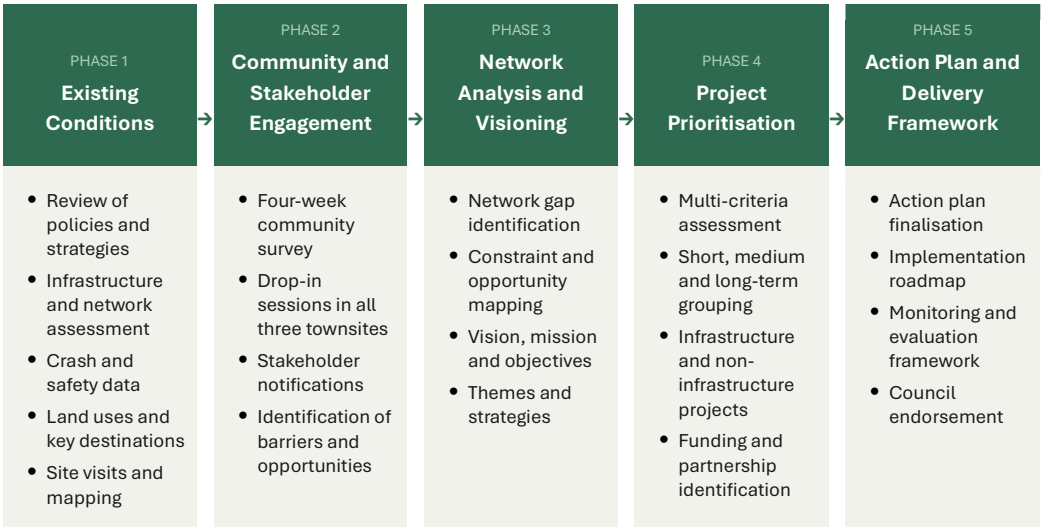


Figure 2 Plan Development Process

1.6 Vision, Mission and Objectives

1.6.1 Vision

"Walking and riding are part of everyday life in Coorow, Green Head and Leeman. Residents and visitors can move safely between homes, schools, shops, beaches and natural areas on foot or by bike, and the Shire's coastal landscapes, wildflower trails and community spaces are connected and accessible for everyone."

The Six E's framework, as set out in DTMI's Planning and Designing for Active Transport in WA, guides delivery of this Plan, recognising that increasing walking and cycling participation requires more than physical infrastructure alone. Each element represents a distinct but interconnected area of action, working together toward the Plan's central vision — that walking and riding become part of everyday life in the Shire.

Environment delivers the physical network, the priority paths, safe crossings and coastal trails. **Education** builds awareness through school programs, road safety education and route information. **Encouragement** grows participation through community events, the Your Move program and tourism promotion. **Enabling Policy** integrates active transport into capital works planning and advocates for improvements on state-managed roads. **Equity** ensures the network serves all ages and abilities, including the Shire's significant older population and seasonal visitors. **Evaluation and Planning** tracks progress, reviews outcomes and monitors funding delivery.



1.6.2 Mission

"The Shire of Coorow will deliver a safe, connected and inclusive active transport network by investing in priority infrastructure improvements, supporting behaviour change programs and advocating for improvements on state-managed roads — making it easier and more enjoyable for people of all ages and abilities to walk and ride across the Shire."

1.6.3 Objectives

Table 1 sets out the seven strategic objectives that guide network planning and project prioritisation throughout this Plan. Unlike the plan purpose described in Section 1.2, these objectives define the outcomes the Shire is working toward — what success looks like for walking and cycling in the Shire. Evaluation measures for each objective are included to support implementation and monitoring.

Table 1 Plan Objectives

Objective	Description	Evaluation Measures
Create a connected network	Develop walking and cycling routes that connect key destinations within and between townsites, including schools, recreation areas, town centres and coastal attractions.	Kilometres of new or upgraded paths delivered; number of missing links completed; connectivity improvements recorded in annual capital works reporting.
Improve safety	Prioritise infrastructure and road design treatments that improve safety for pedestrians and riders, consistent with Safe System principles and WA bicycle planning guidance.	Number of crossings upgraded; number of safety treatments installed; crash data reviewed annually; community feedback on perceived safety.
Support healthy and active communities	Encourage walking and cycling for everyday trips and recreation by improving the quality, accessibility and attractiveness of local paths and trails.	Your Move registrations; participation in community events and school programs; community survey responses on walking and cycling frequency.
Enhance tourism and recreation	Expand trail and shared path networks that support recreational use and strengthen the Shire's tourism offering, particularly along the coast and within natural areas.	Number of trail improvements delivered; wayfinding and signage installations; qualitative feedback from visitors and tourism operators.
Plan for all ages and abilities	Ensure new infrastructure is comfortable, inclusive and suitable for a wide range of users, including children, older	Number of DDA-compliant crossings and ramps installed; audit completion; community feedback from older residents and families.

	residents, visitors and less confident riders.	
Protect environmental values	Design walking and cycling infrastructure to minimise impacts on sensitive coastal and natural environments while improving access to these areas.	Environmental impact assessments completed for relevant projects; compliance with coastal management plans during design and construction.
Support regional connections	Investigate opportunities to strengthen connections between townsites and integrate with regional trail networks across the Wildflower Country region.	Progress on Green Head–Leeman coastal connection feasibility; advocacy outcomes with DTMI and regional tourism bodies; funding secured for regional trail projects.

1.7 Network Planning Principles

The active transport network for the Shire of Coorow will be planned in accordance with the six bicycle network planning principles outlined in the DTMI Local Bike Planning Guidance (2024). These principles ensure the network is safe, well-connected, accessible throughout the Shire, easy to navigate, realistic to implement and aligned with long-term goals.

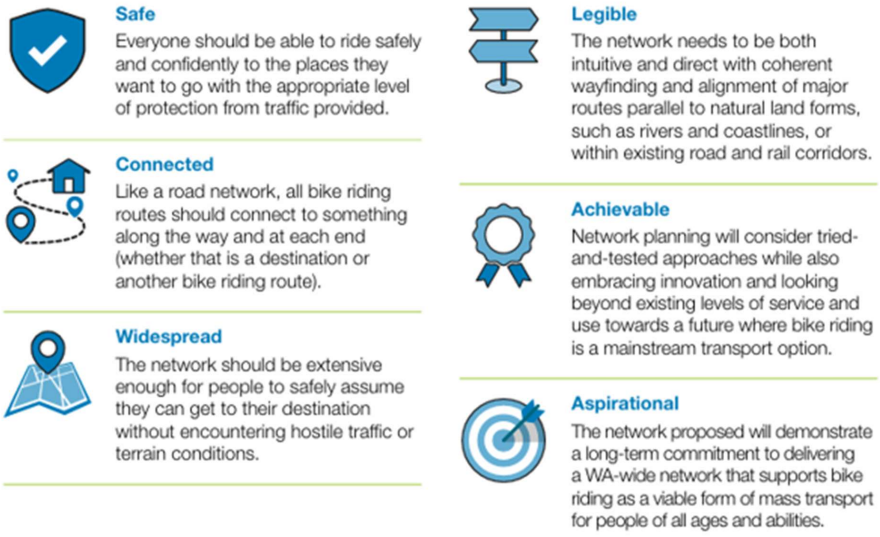


Figure 3 Bicycle Network Planning Principles (source: DTMI)

All infrastructure is to be designed in accordance with the Disability Discrimination Act 1992 and relevant Australian Standards.

2 Policy and Strategic Context

Relevant State, regional and local policies and strategies were reviewed to ensure the plan aligns with broader planning, transport and trails objectives. A full policy review is provided in Appendix C.

2.1 National

At a national level, walking and cycling is coordinated through Cycling and Walking Australia and New Zealand (CWANZ), the Australasian lead reference group for walking and riding on transport and recreation networks. CWANZ coordinates the National Walking and Cycling Participation Survey, the most comprehensive measure of active travel behaviour in Australia. The 2025 survey found that 81% of Australians walk regularly, and that two in five people would ride more if they felt more comfortable — with better infrastructure cited as the primary motivator. These findings reinforce the case for investment in safe, connected active transport networks in regional communities.

2.2 State

The WA Bicycle Network Plan provides a state-wide blueprint for safe, connected and accessible cycling infrastructure across metropolitan and regional Western Australia and is supported by the WA Bicycle Network Grants Program — a relevant funding pathway for projects identified in this plan.

The WA Active Travel Strategy, currently being developed by the Department of Transport and Major Infrastructure, will be Western Australia's first overarching active travel strategy. It broadens the state's focus beyond cycling to include walking, wheeling and riding for all ages and abilities, and signals a strengthened state commitment to active transport investment.

The WA Strategic Trails Blueprint 2022–2027 provides a vision and strategic directions for trail planning and development across Western Australia. Its eight strategic pillars — including collaborative planning, sustainable design, community engagement, economic development and Aboriginal engagement — are directly relevant to trail development within the Shire. The Blueprint is supported by the WA Trail Planning Grants Program, which represents a funding opportunity for trail projects in the Shire.

2.3 Local

Active transport planning in the Shire is informed by a range of local strategic documents, trail master plans and regional tourism strategies. These are summarised in the table below.

Table 2 Summary of Local Policy Alignment

Document	Relevant Direction	Implication for Active Transport Plan
Shire of Coorow Integrated Strategic Plan 2022–2032	Identifies footpaths, cycleways and trails as a community priority and supports improved connectivity, recreation infrastructure and a pedestrian and cycle connection between Green Head and Leeman.	Support delivery of footpaths, trails and shared paths within townsites and investigate opportunities for longer-distance coastal connections.
Shire of Coorow Local Planning Strategy	Supports improved pedestrian and cycling connectivity within townsites and between settlements, including a potential shared path between Leeman and Green Head.	Prioritise walking and cycling connections within townsites and investigate regional shared path opportunities between coastal settlements.
Shire of Coorow Corporate Business Plan 2018–2024	Identifies expansion of footpaths and walking trails as a priority to support active lifestyles, recreation and community wellbeing.	Identify priority footpath and trail improvements to support healthy and active communities.
Green Head Trails Master Plan (2017)	Identifies opportunities to expand walking and cycling trails connecting the townsite to beaches, coastal reserves and recreational areas.	Support development of local trail networks improving access to natural attractions and recreational destinations.
Tracks and Trails of WA's Wildflower Country and Coast (2022)	Recognises walking and cycling trails as important tourism infrastructure supporting nature-based tourism and regional visitor experiences.	Consider the role of trails in supporting tourism and identify opportunities to connect with regional trail networks.
Coastal Recreational Track Management Master Plan for the Shires of	Provides a framework for the management of coastal tracks and recreation sites along the Central Coast from Green Head and Leeman southward. Identifies pedestrian walk trails at	Support development and formalisation of coastal walking trails at Green Head and Leeman; ensure active transport infrastructure improvements are consistent with coastal track management strategies; strengthen the case for separating

Document	Relevant Direction	Implication for Active Transport Plan
Coorow, Dandaragan & Gingin (2025)	key sites including Green Head's Three Bays Walk and recommends development of walking trails at primary day use sites separated from vehicle access. Recognises Green Head and Leeman as key coastal access points.	pedestrian and vehicle access at coastal recreation sites.

2.4 Key Themes from the Policy Review

The following key themes emerge from the policy review and provide the strategic foundation for the objectives and priorities identified in this Active Transport Plan.

Table 3 Key Themes from Policy Review

Theme	Policy Direction	Implications for the Active Transport Plan
Connectivity	Local and regional strategies support improving connections within townsites and between coastal settlements, including potential shared path links and the proposed Green Head–Leeman connection.	Identify priority walking and cycling connections between town centres, schools, recreation areas and coastal attractions. Consider longer-term opportunities for inter-town shared paths.
Healthy and Active Communities	Strategic planning documents emphasise recreation, healthy lifestyles and improved access to community facilities through footpaths, trails and public open space.	Improve footpaths, shared paths and walking routes that encourage everyday physical activity and safe access to local services.
Tourism and Recreation	Regional trail strategies highlight the importance of walking and cycling trails for tourism and nature-based recreation, supported by state and national trail frameworks.	Develop trail networks that improve access to coastal landscapes and scenic routes while supporting the visitor experience.
Environmental Protection	Local planning emphasises protection of coastal landscapes and sensitive environments.	Ensure trail and path infrastructure is designed to minimise environmental impacts while enhancing access to natural areas.
Community Accessibility	Strategic planning emphasises safe, attractive and accessible places for all people.	Improve the safety, comfort and accessibility of walking routes within townsites, particularly around community facilities and key activity areas.

3 Understanding Active Transport in the Shire

3.1 Who Walks and Rides

Active transport includes travel by walking, riding bicycles or other small wheeled devices, and using mobility aids such as wheelchairs or mobility scooters. People using the network may have different abilities, travel purposes and comfort levels, which influence how they interact with streets, paths and crossings.

This Active Transport Plan adopts an "All Ages and Abilities" approach, which aims to provide safe, comfortable and accessible infrastructure for a wide range of users regardless of age, physical ability or travel experience. Designing for a broad range of users helps ensure that walking and riding are practical options for everyday trips as well as recreation and tourism.

Users of active transport infrastructure may include:

- people walking for everyday trips such as accessing shops, schools or community facilities
- people riding bicycles for transport, recreation or tourism
- children travelling to school or recreational destinations
- older residents accessing community services and local facilities
- visitors exploring coastal areas, trails and recreation destinations
- people using mobility aids such as wheelchairs, mobility scooters or prams

Providing infrastructure that accommodates a broad range of users supports health, recreation, tourism and everyday mobility, particularly in smaller regional communities where many trips within townsites are well suited to walking and riding. To support an inclusive network, infrastructure planning should consider factors such as:

- adequate path width and surface quality
- safe and convenient crossing points
- separation from higher-speed traffic where appropriate
- lighting and passive surveillance
- shade and rest opportunities
- clear signage and wayfinding

3.1.1 Bicycle Users

People who ride bicycles represent a diverse group with different levels of confidence, experience and trip purposes. Understanding the needs of different riders helps inform the type of infrastructure required to support safe and comfortable riding. Riders can generally be grouped into several broad categories.

Providing a range of route types and infrastructure helps create a network that is safe, comfortable and accessible for people of all ages and abilities.



3.2 Types of Trips

Active transport supports a range of trip types within the Shire. Understanding these trip purposes helps identify where improvements to walking and riding infrastructure may provide the greatest benefit.

Local Access Trips	School Travel	Recreation and Fitness	Tourism and Visitor Trips	Regional and Longer Distance Trips
Short journeys within townsites to shops, community facilities, parks and services.	Safe routes and crossings to help children travel independently or with family.	Exercise, leisure and social activities along coastal paths, parks and quiet streets.	Scenic trails connecting natural areas and visitor attractions for residents and tourists.	Routes connecting coastal townsites and regional attractions for recreation and tourism.

Providing infrastructure that supports these different trip types helps create a connected and versatile active transport network that benefits both residents and visitors.

3.3 Types of Routes and Facilities

The active transport network may include a variety of route types depending on road conditions, surrounding land uses and expected demand. Different infrastructure solutions may be appropriate in different locations, below are some examples of route types and facilities.

SHARED PATHS

Off-road facilities designed for use by both people walking and riding, typically located within road reserves, parklands or coastal areas. Shared paths provide separation from motor vehicle traffic.

ON-ROAD BICYCLE FACILITIES

Marked bicycle lanes, wide kerbside lanes or sealed shoulders that provide additional operating space for people riding within the road environment

QUIET STREETS

Local streets with lower traffic volumes and speeds that provide suitable routes for riding without significant infrastructure changes. Traffic calming and lower speed environments improve comfort and safety.

RECREATIONAL TRAILS

Trails located within parks, coastal areas or natural environments, primarily used for leisure activities. These trails support both walking and riding and contribute to tourism and community recreation.

CONNECTOR AND REGIONAL ROUTES

Routes linking residential areas to key destinations such as schools, community facilities, recreation areas and town centres. Regional routes provide connections between townsites and longer recreational trails.

Providing a combination of route types helps create a connected network that supports both quick trips to the shops and recreational riding opportunities.

The Long-Term Cycle Network (LTCN) is an aspirational strategic network plan outlining continuous cycling networks across key regions of Western Australia. The Shire of Coorow is not currently covered by an endorsed LTCN regional strategy, but the WA Cycling Network Hierarchy will be applied to develop and classify their local network, ensuring consistency with state-wide planning and eligibility for WABN Grants Program funding.

The proposed network improvements in this Plan have been classified using the Hierarchy, which categorises routes as primary, secondary, local, road cycling or

transport trail based on route function, demand and user types. Below is the route hierarchy as defined in the Long Term Cycle Network.

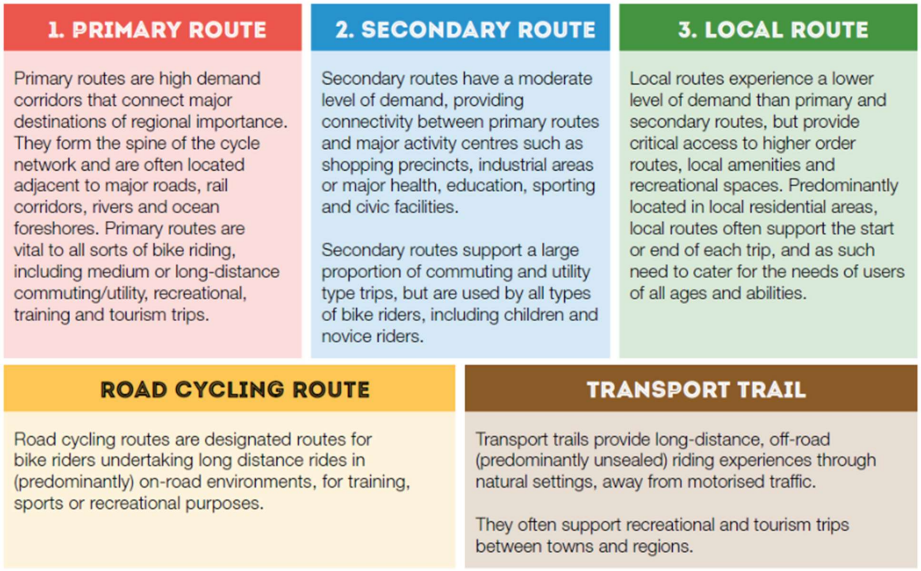


Figure 4 Route hierarchy for the long-term cycle network (source: DTMI)

3.4 What the Community Told Us

Stakeholder and community consultation consisted of a four-week community survey and in-person drop-in sessions held in Coorow, Green Head and Leeman. The Stakeholder Engagement Outcomes Report is provided in Appendix D.



Figure 5 Green Head Community Drop In Session

The survey sought feedback from participants on barriers to walking and cycling and what improvements would encourage more people to ride or walk more frequently. Overall, the responses highlighted the need for safer infrastructure and a more connected network of paths.

A total of 12 survey responses were received. Fifty-eight percent of respondents were female and 42 percent male. Most respondents were aged 60 years and over (58%),

with a further 25 percent aged between 44 and 60. Almost all respondents indicated that they own or have access to a bicycle, with many identifying recreation and fitness as key reasons for riding.

Overall, the feedback provided valuable local insight into walking and cycling needs across the Shire and has informed the identification of priority routes and infrastructure improvements within the Active Transport Plan.

Key themes from the community engagement include:

Path connectivity
Improving connections between key destinations within and between townsites

Safe road crossings
Safer crossing treatments at key locations, particularly on busier roads

Path maintenance and upgrades
Improving surface quality and condition of existing paths and trails

Signage and supporting infrastructure
Better wayfinding, lighting, seating and accessible ramps

Recreation and tourism routes
Coastal paths and longer-distance connections, including between Green Head and Leeman

3.5 Barriers and Enablers

Understanding the factors that influence people's willingness and ability to walk and ride helps identify where improvements to infrastructure, programs and policies will have the greatest impact. The following barriers and enablers are organised using the Six E's framework, which guides the strategies and actions identified later in this Plan.

Table 4 Barriers and Enablers

Theme	Barriers	Enablers
Environment	Gaps in the path network limit safe, direct connections between residential areas, schools, community facilities and recreation areas. Traffic speeds and limited crossing opportunities on key roads — particularly Midlands Road, Indian Ocean Drive and Green Head Road — reduce comfort and perceived safety for pedestrians and less confident riders.	The three townsites are compact, with most key destinations within short walking or riding distance. Many local streets have low traffic volumes and are suitable for walking and riding with minor improvements. The coastal environment provides a strong foundation for recreational and tourism routes. Opportunities exist to integrate active

Theme	Barriers	Enablers
	Path surface condition, lighting and wayfinding are inconsistent across the townsites.	transport improvements with planned road upgrades and infrastructure projects.
Education	Some residents may be unaware of existing walking and riding routes or lack confidence to use them.	Community engagement demonstrated genuine interest in improving the walking and riding network, indicating a receptive audience for education and promotion activities.
Encouragement	Limited organised events or programs currently promote walking and riding within the Shire.	The Shire's coastal landscapes, natural areas and tourism attractions provide compelling reasons to walk and ride. The wildflower season and coastal recreation attract visitors who support recreational route development.
Enabling Policies	Longer distances between the three townsites limit opportunities for everyday active transport at a regional level. Key regional roads are managed by Main Roads WA, limiting the Shire's direct ability to deliver improvements on these corridors.	Local planning policies and strategies support walking and cycling connectivity, including a potential shared path between Green Head and Leeman. Opportunities exist to advocate for improvements on state-managed roads and to integrate active transport requirements into development approvals.
Equity	Older residents and visitors — who make up a significant proportion of the Shire's population and visitor base — may face greater challenges where infrastructure quality is poor, crossings are unsafe or routes lack rest opportunities and shade.	Planning for all ages and abilities benefits the whole community. Improvements that address safety, surface quality and crossing treatments will have the greatest equity benefit for older residents, children and people with mobility needs.

4 Existing Conditions

The Shire's three townsites each have distinct movement patterns, land use patterns, movement characteristics and active transport needs. This section provides a baseline assessment of the current walking and cycling environment, including the road

network, traffic speeds, key destinations, existing infrastructure and identified gaps. This baseline informs the priority projects and strategies identified in Sections 6 and 7.

Secondary schooling is provided outside the Shire, with students travelling to Jurien Bay District High School or Carnamah District High School. This limits the role of secondary school travel as a driver of local active transport demand, though primary school connections remain an important consideration in Coorow and Leeman.

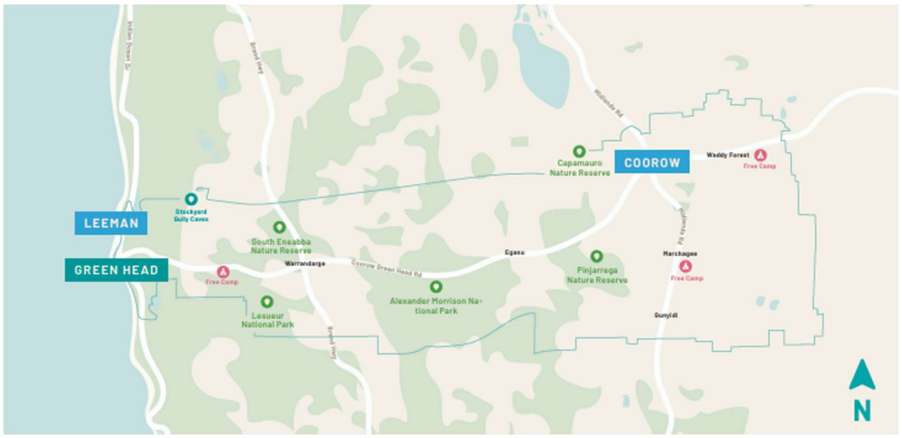


Figure 6 Townsite Locations (source: Shire of Coorow)

4.1 Road Network and Hierarchy

The Shire's road network is classified under the Main Roads WA Functional Road Hierarchy, which categorises roads by their primary function — from high-volume regional traffic routes through to local access streets serving individual properties.

The key regional roads within and connecting the Shire are managed by Main Roads Western Australia and carry higher traffic volumes and speeds than the local street network:

- **Midlands Road** - Primary Distributor connecting Coorow to the broader agricultural region and to Perth. Carries large volumes of through traffic at higher speeds and forms a significant movement barrier through the Coorow townsite.
- **Indian Ocean Drive** - Primary Distributor running along the coast and through Leeman, connecting the coastal townsites to the broader region. Presents a crossing barrier for residents and visitors accessing the Leeman foreshore from the highway corridor.
- **Coorow–Green Head Road** — Regional Distributor and the primary connection between the inland townsite of Coorow and the coastal settlements of Green Head and Leeman.

- **The Lakes Road** – Local Distributor and primary connection between Indian Ocean Drive and Green Head.
- **Main Street** – Regional Distributor connecting Coorow to the eastern wheatbelt and the main connection through the townsite.

Within the townsites, the street network is predominantly comprised of local access roads with relatively low traffic volumes. These streets generally have conditions suitable for walking and, with minor improvements, for cycling. Some streets function as informal collector routes carrying more traffic than their classification suggests, and these warrant specific attention in the network analysis.

4.2 Traffic Speeds

Traffic speed is a primary determinant of the type of active transport infrastructure required. Higher speed environments increase traffic stress for pedestrians and less confident riders and generally require greater physical separation between people walking and cycling and motor vehicle traffic.

Austroads guidance indicates that a shared road environment is broadly acceptable where the difference between cycling and vehicle speeds is less than 20 km/h. Where this difference exceeds 40 km/h, segregation becomes desirable, and dedicated off-road facilities or protected crossings are generally required. At a typical cycling speed of approximately 20–25 km/h for everyday riders, roads with speed limits of 60 km/h or above present a significant stress environment without dedicated infrastructure.

The table below summarises posted speed limits on key roads within and adjacent to the three townsites and their implications for active transport planning.

Table 5 Traffic Speed Environment

Road	Posted Speed	Active Transport Implication
Midlands Road (rural sections)	**110 km/h – 80km/h**	Segregation required. Off-road path or sealed shoulder needed for any active transport connection. Managed by Main Roads WA.
Midlands Road (through Coorow townsite)	**70km/h**	Crossing treatments required at key pedestrian desire lines, particularly for access to the primary school and town centre. Higher-order intersection improvements needed.
Indian Ocean Drive (rural sections)	**110 km/h**	Segregation required. Managed by Main Roads WA.

Road	Posted Speed	Active Transport Implication
Indian Ocean Drive (through Leeman townsite)	**70km/h**	Crossing barriers for residents accessing the foreshore from the highway corridor.
Coorow–Green Head Road	**110 km/h**	Segregation required for any connection along this corridor, managed by Main Roads WA.
Green Head Road (through Green Head townsite)	**50km/h**	Key crossing barriers identified at Johns Street and the Bryant Street–Mitchell Street section.
Ocean View Drive (Green Head)	**50 km/h**	Crossing barriers identified near Bingham Street and between Grigson Street and Patton Street.
The Lakes Road (Green Head)	**110km/h**	Any path must be separated from the road.
Rudduck Street (Leeman)	**50 km/h**	Suitable for shared environment with minor treatments. Functions as the main east-west connector between Indian Ocean Drive and the foreshore.
Local streets — all townsites	**50 km/h**	Generally suitable for walking. At the upper threshold for comfortable on-road cycling without dedicated facilities. Traffic calming may be appropriate on routes identified for cycling.
School zones — Coorow Primary School; Leeman Primary School	**40 km/h (school hours)**	Reduced speeds during school hours improve safety. Dedicated crossing treatments are still required on approach routes to schools.

Note: Austroads guidance indicates that a shared road environment is broadly acceptable where the speed difference between cycling and vehicle traffic is less than 20 km/h. Segregation becomes desirable where this difference exceeds 40 km/h. At typical everyday cycling speeds of 20–25 km/h, roads with limits of 60 km/h or above present a significant stress environment without dedicated infrastructure.

The higher speeds on Midlands Road, Indian Ocean Drive and Coorow–Green Head Road mean that any active transport improvements on these corridors will require coordination with Main Roads WA and are likely to require off-road shared paths or sealed shoulders as the appropriate infrastructure response. These roads are discussed further in Section 4.6 - Areas Outside Shire Control.

Within the three townsites, local street speeds of 50 km/h are generally suitable for walking, though they are at the upper threshold for comfortable on-road cycling

without dedicated facilities. Where local streets are identified as cycling routes, traffic calming, lower speed treatments or off-road path connections may be appropriate to improve comfort for less confident riders and children.

4.3 Coorow

Coorow is the administrative and service centre of the Shire, located at the intersection of Midlands Road and the Coorow–Green Head Road approximately 290 kilometres north of Perth.

4.3.1 Key Attractors and Generators

The townsite has a compact structure with key community facilities concentrated around Main Street and Midlands Road, forming the focal point for community activity. Key destinations include:

- Coorow Primary School
- Visitor centre and wildflower display area
- Caravan park
- Recreation reserve and oval
- Town centre services and local shops
- Maley Park

The caravan park is located on the western side of Midlands Road, meaning visitors must cross this high-speed state road to access the oval, town centre and visitor facilities to the east.

The town's tourism function during the wildflower season significantly increases demand for walking and cycling routes connecting the caravan park, visitor centre and town centre to surrounding attractions. Secondary schooling is provided outside the Shire, with students travelling to Carnamah District High School by bus.



Figure 7 Coorow Existing Facilities (source: Shire of Coorow)

4.3.2 Road Hierarchy and Speed Limits

The townsite is traversed by Midlands Road and Main Street, Primary Distributors managed by Main Roads Western Australia. Midlands Road carries higher traffic speeds and volumes than local streets and presents crossing barriers for pedestrians, particularly between residential areas to the west and the school, oval and town centre to the east. The railway line, which runs parallel to Midlands Road through the townsite, reinforces this east-west barrier.

Local streets within Coorow are generally low-volume access roads with traffic speeds and conditions that are broadly suitable for walking. Spain Street provides a key residential connection toward the primary school but lacks a designated pedestrian crossing.

4.3.3 Existing Infrastructure

The existing path network consists of high-quality shared paths as well as older paths on Main Street needing some attention. Not all streets have a path within the townsite. Desktop analysis and community engagement identified the following key infrastructure issues:

- Limited footpath continuity on approach routes to Coorow Primary School, particularly along Spain Street
- The connection between the caravan park and the oval is informal and lacks a dedicated path — the community suggested a raised boardwalk or bitumen connection
- A handrail is needed at the Main Street corner
- A path gap exists between the end of Main Street and Reservoir Road
- A path connection through the park at the corner of South Street and Midlands Road is absent
- Existing brickwork paths in parts of the townsite require maintenance and surface improvements
- The rail crossing between Station Street and Midlands Road lacks adequate lighting and should be formalised to link to the existing network



Figure 8 Midland Road



Figure 9 Coorow Railway Crossing Path

The map below identifies the aspirational active transport network for the Coorow townsite, showing existing shared paths and acceptable on-road routes alongside proposed path connections, crossings and upgrades that will improve safe access to the school, town centre and recreational facilities.



Figure 10 Coorow - Aspirational Active Transport Network

4.3.4 Network Opportunities

The compact layout of Coorow means that most key destinations are within short walking or riding distance of residential areas, creating strong potential for everyday active transport trips. Key opportunities identified through community engagement and network analysis include:

- A path connection between the caravan park and oval
- A path on Spain Street and the remainder of North Street to complete a local pedestrian network gap
- A recreational and tourism route connecting the town centre to the Coorow Wildflower Farm
- Improved crossings across Midlands Road, particularly at key pedestrian desire lines
- Upgraded and widened footpaths on key routes to improve accessibility for older residents and visitors
- Install missing pram ramps and repair brick footpath on Main Street
- A crossing between the information bays on Midlands Road was raised by the community as a priority.

Community feedback is summarised in Section 3 and priority projects are identified in Section 6.

4.4 Green Head

Green Head is a coastal settlement located approximately 48 kilometres west of Coorow via Coorow–Green Head Road. The townsite is centred around Ocean View Drive and Green Head Road, with residential areas extending inland toward Indian Ocean Drive.

4.4.1 Key Attractors and Generators

The coastal environment is a strong asset for recreational walking and cycling, with key destinations concentrated within a compact coastal precinct. Key destinations include:

- Three Bays Walkway
- Dynamite Bay
- Rocky Bay Beach and lookout
- South Bay Lookout
- Green Head Community Centre
- Sporting club
- Caravan park
- Golf course
- Lot 601 community park

Green Head does not have a primary school; school-aged children travel to Leeman Primary School or schools outside the Shire, which is why active travel to school in Green Head is centred on the community centre bus stop rather than a walk-to-school route.



Figure 11 Three Bays Walkway

The townsite attracts significant seasonal visitor numbers and the Three Bays Walkway is an established recreational route that supports both residents and tourism. Community feedback highlighted strong interest in extending the walkway and improving connections between coastal destinations.



Figure 12 Greenhead Existing Facilities (source: Shire of Coorow)

4.4.2 Road Hierarchy and Traffic Environment

Green Head Road and Ocean View Drive are the main arterial roads through the townsite and present the primary crossing barriers for pedestrians, particularly for access between residential areas and the foreshore. Specific locations identified by the community as priority crossing points include:

- Ocean View Drive near Bingham Street
- Green Head Road at Johns Street
- Green Head Road between Bryant Street and Mitchell Street
- The park at Lot 601, between the park and beach access path — a raised pedestrian crossing was specifically suggested by the community

4.4.3 Existing Infrastructure

The existing path network includes the Three Bays Walkway, which provides a recreational coastal walking route connecting key foreshore destinations. Desktop analysis and community engagement identified the following key infrastructure issues:

- The Three Bays Walkway ends at the boat ramp and Farley Street but does not continue south to capture new residential development in that area
- Path improvements are needed on Ocean View Drive between Grigson Street and Patton Street
- The coastal path does not connect through the bushland between Bingham Street and Lot 601 park



Figure 13 Ocean View Drive

- Crossings on Green Head Road and Ocean View Drive at key pedestrian desire lines are absent or inadequate
- Signage on the Three Bays Walkway is insufficient, including for the steep ramp near the scenic lookout which requires safety signage



Figure 14 Incomplete Path

- The Lakes Road area near the community centre lacks a safe crossing for school children using the bus stop which warrants short-term attention
- A connection between Rocky Bay Beach and Ocean View Drive is identified as a priority by the community
- A path west of Farley Street to South Bay Lookout has been requested
- A gravel route around the golf course was suggested as a recreational opportunity
- Community members recommended that the Three Bays Walkway incorporate indigenous cultural interpretation

The map below identifies the aspirational active transport network for the Green Head townsite, showing existing shared paths and proposed path connections and upgrades that support a connected coastal walking and cycling network for residents and visitors.



Figure 15 Green Head - Aspirational Active Transport Network

4.4.4 Network Opportunities

The compact coastal precinct and strong recreational demand create excellent conditions for a well-connected walking and cycling network. Key opportunities include:

- Extension of the Three Bays Walkway south of Farley Street to connect with new residential development
- A coastal path connection through the bushland between Bingham Street and Lot 601 park
- Improved crossings at priority locations on Green Head Road and Ocean View Drive

- A safe crossing for school children on Lakes Road near the community centre bus stop
- Path improvements on Ocean View Drive between Grigson Street and Patton Street
- Connection of Rocky Bay Beach to Ocean View Drive
- A path from Farley Street west to South Bay Lookout
- Investigation of local area traffic management on key residential streets to improve walking conditions
- Longer-distance coastal trail connection north toward Leeman (Green Head Trails Master Plan)

The Shire of Coorow Draft Coastal Management Plan (2025) and the Coastal Recreational Track Management Master Plan for the Shires of Coorow, Dandaragan and Gingin (2025) both received strong community support for a Green Head to Leeman walking and cycling connection, described by community members as a "Marathon Walkway" to support tourism, healthy activities and school excursions. This reinforces the case for the Green Head–Leeman coastal connection identified as a priority project in Section 0.



Figure 16 Green Head Leeman Trail (source: Green Head Trails Master Plan 2017)

4.5 Leeman

Leeman is a small coastal fishing town located on Indian Ocean Drive approximately 28 kilometres north of Green Head. The townsite has a linear settlement pattern extending along the coastline, with the foreshore, jetty and town centre forming the focal point for community activity and visitor services.

4.5.1 Key Attractors and Generators

The town supports both a permanent population and seasonal visitors attracted by fishing, boating and coastal recreation. Key destinations include:

- Leeman Primary School
- Foreshore and jetty area
- Sea rescue building
- Wann Park
- Caravan park
- Town centre and local services
- Coastal foreshore areas

Secondary schooling is provided outside the Shire, with students travelling to Jurien Bay District High School.



Figure 17 Leeman Existing Facilities (source: Shire of Coorow)

4.5.2 Road Hierarchy and Traffic Environment

Indian Ocean Drive runs along the eastern edge of the townsite and, given its regional road function and higher traffic speeds, presents a barrier to active transport access

from the highway. The road is managed by Main Roads Western Australia and improvements to crossing facilities require coordination with Main Roads.

Rudduck Street provides the key east-west connection between Indian Ocean Drive and the coast, functioning as the town's main street environment for both residents and visitors. Local streets within Leeman generally have low traffic volumes and are broadly suitable for walking and cycling with minor improvements.

4.5.3 Existing Infrastructure

The existing path network consists of 2m wide shared paths, or streets with no paths. Desktop analysis and community engagement identified the following key infrastructure issues:

- A small gap of approximately 6 metres in the footpath network on Illyarrie Street disconnects existing paths and reduces network continuity
- Footpath connections between the jetty, sea rescue building and foreshore area are limited
- Pedestrian connections to parks and community facilities require improvement
- Additional seating along key walking routes would improve accessibility for older residents

The map below identifies the aspirational active transport network for the Leeman townsite, showing existing shared paths and proposed path connections and upgrades that complete key missing links and improve access to the foreshore and community facilities.



Figure 18 Leeman - Aspirational Active Transport Network

4.5.4 Network Opportunities

The linear coastal settlement pattern and concentration of activity around the foreshore create clear walking and cycling desire lines that are well suited to targeted infrastructure improvements. Key opportunities include:

- Completing the Illyarrie Street missing link — a small but high-value network completion project
- Improved footpath connections between the jetty, sea rescue building and foreshore area
- Coastal path opportunities along the foreshore connecting residential areas with visitor destinations
- Improved pedestrian connections to Wann Park and community facilities
- A longer-distance coastal trail connecting Leeman and Green Head, with strong community support expressed through the Active Transport Plan engagement process, the Draft Coastal Management Plan (2025) and the CRTMMP (2025), which specifically identified a pedestrian and cycling path from the Leeman Caravan Park to Little Anchorage as a community priority

4.6 Areas Outside Shire Control

Several key roads within and adjacent to the Shire are managed by Main Roads Western Australia, including Indian Ocean Drive and Midlands Road. Improvements to active transport infrastructure on these corridors require coordination with Main Roads and are beyond the Shire's direct delivery capacity.

Where projects identified in this Plan fall outside the Shire's direct control, the Shire's role will be to:

- advocate for improvements through relevant State Government programs
- collaborate with Main Roads WA and other responsible agencies during planning and design
- seek funding partnerships that support delivery of shared priorities
- integrate active transport requirements into responses to road upgrade proposals on state-managed roads.

The Shire may also need to work with adjacent local governments and regional tourism organisations where projects involve connections that cross local government boundaries, particularly in relation to the proposed Green Head–Leeman coastal trail.

4.7 Crash Analysis

Safe roads are fundamental to encouraging walking and cycling. Australia's National Road Safety Strategy 2021–2030 adopts a Safe System approach, which recognises that crashes are predictable and preventable and that the road environment should be

designed to protect all users, including pedestrians and cyclists. Applying this principle at the local level means identifying locations where road design, speeds or intersection treatments may present risk to less protected road users, even where crash numbers are low.

Main Roads WA crash data was used to assess safety conditions for walking and cycling within the Shire. Crash data from 1 January 2020 to 31 December 2024 was reviewed to identify safety issues that may affect pedestrians and cyclists. The analysis indicates that no reported crashes occurred within the Green Head or Coorow townsites during the review period. Within Leeman, two crashes were recorded at the intersection on Nairn Street.

Both crashes were classified as right-angle intersection crashes, which typically occur where vehicles travel through an intersection without yielding to other traffic movements.

Key characteristics of the recorded crashes include:

- All crashes occurred on dry road surfaces and straight road alignment.
- Crashes were recorded during daylight conditions or where lighting conditions were not specified.
- Both crashes were property damage only (PDO) incidents, with no reported injuries or fatalities.

Overall, the data indicates that the Shire's road network experiences very low crash volumes, consistent with a small regional community with low traffic flows. However, the presence of intersection crashes highlights the importance of maintaining clear sightlines, appropriate signage and safe crossing opportunities, particularly at locations where pedestrians and cyclists interact with vehicle traffic.

5 Network Strategy

The network strategy translates the existing conditions analysis and community feedback into a clear direction for walking and cycling investment, identifying where improvements will have the greatest impact on connectivity, safety and accessibility.

The following table summarises the key constraints and opportunities shaping the active transport network, drawing on site analysis, community engagement and the network gaps identified in the preceding section.

Table 6 Network Constraints and Opportunities

Constraints	Opportunities
Midlands Road (state-managed) acts as a barrier to east–west pedestrian movement in Coorow, with limited formal crossing opportunities	LTCN alignment qualifies the plan for WABN Grants Program funding
Railway line reinforces the east–west barrier in Coorow; the Station Street rail crossing lacks lighting and formalisation	Compact townsite layouts — most key destinations are within short walking or riding distance of residential areas
Traffic speeds on key routes at or above 60 km/h create a high-stress environment for cyclists without dedicated infrastructure	Opportunities to integrate active transport improvements with planned road upgrades and infrastructure projects
Discontinuous path network — missing links across all three townsites limit safe, direct connections between key destinations	Genuine community interest demonstrated through engagement — a receptive audience for education, promotion and behaviour change programs
Path surface condition — existing brick paths require maintenance; surface quality is inconsistent across townsites	Strong seasonal tourism and wildflower season demand supports recreational route development (Wildflower Farm, Three Bays Walkway, coastal trails)
Topography — steep sections at the Three Bays Walkway and coastal lookouts in Green Head limit accessibility for all ages and abilities	Green Head–Leeman coastal corridor presents an underutilised land connection with community and tourism support for an active transport link
Limited formal crossing infrastructure near schools, beach access points and key pedestrian desire lines across all three townsites	Wide road verges on many local streets provide space for shared paths without major land acquisition
Older demographic profile (majority of community aged 60+) limits tolerance for poor-quality or high-stress environments	Firebreaks and dormant rail formations offer potential for off-road trail connections
Distances between the three townsites limit the potential for everyday inter-town active transport	Existing high-quality shared paths provide a strong foundation from which to complete a more connected network

5.1 Network Opportunities

Analysis of the three townsites, community feedback and existing planning documents highlights four key opportunities for improving walking and cycling within the Shire:

Improved Connectivity — There are opportunities to strengthen connections between residential areas, town centres, schools, recreation areas and coastal destinations. Completing missing links in the path network would improve accessibility and support everyday walking and cycling trips.

Safer Road Crossings — Several key roads act as barriers to active travel. Targeted improvements such as pedestrian crossings, traffic calming and improved verge treatments would improve safety at priority locations across the three townsites.

Recreational and Tourism Routes — The Shire's coastal environment provides significant opportunities to develop scenic walking and cycling routes that support both residents and visitors, particularly during the wildflower season and summer holiday period. The Wildflower Farm route, Three Bays Walkway and the Green Head – Leeman connection are tourism assets.

Regional Trail Connections — Longer-distance routes linking the coastal townsites and regional attractions could support tourism, recreational cycling and community events.

5.2 Themes and Strategies

The Active Transport Plan will be implemented through a combination of infrastructure improvements, programs and policies guided by the Six E's framework**.** The strategies below respond directly to the key barriers and enablers identified through the existing conditions analysis and community engagement.

Table 7 Themes and Strategies

Theme	Key Barriers	Strategies	Primary Location
Active travel to school	Limited crossings, traffic speeds, lack of safe paths near schools	Develop Safe Routes to School initiatives; improve pedestrian crossings near schools including Main Street (Coorow) and Lakes Road (Green Head); investigate school zone speed treatments; support school travel education programs.	Coorow, Green Head
Connected walking and cycling network	Missing links in paths and limited connectivity between key destinations	Deliver priority network improvements; complete missing footpath links including Illyarrie Street (Leeman) and Spain Street–North Street (Coorow); improve connections between town centres, residential areas and community facilities.	All townsites

Safety for pedestrians and riders	Vehicle speeds, limited crossing opportunities, limited driver awareness	Implement traffic calming measures; improve signage and lighting; provide safer crossings at key locations on Green Head Road, Ocean View Drive and Midlands Road; support road user awareness programs.	All townsites
Recreation and tourism	Limited long-distance paths and scenic cycling routes	Develop coastal and recreational trail connections consistent with the Green Head Trails Master Plan (2017) and the Coastal Recreational Track Management Master Plan (2025); extend the Three Bays Walkway south of Farley Street to connect with new residential development; investigate the Green Head–Leeman coastal connection; improve access to the Coorow Wildflower Farm; improve Three Bays Walkway signage and wayfinding.	Green Head, Leeman, Coorow
Community participation	Limited awareness of walking and cycling opportunities; limited confidence to ride	Promote community walking and cycling events; provide wayfinding signage; support Your Move program in schools and workplaces; investigate Cycling Without Age program for older residents.	All townsites

5.3 Proposed Network Improvements

The following projects have been identified as high priority to address the key gaps and opportunities in the active transport network across the Shire. The full project list is provided in Section 6 and Appendix A.

Table 8 Proposed Network Improvements

Project	Location	Network Issue	Strategic Role	Infrastructure Response
Green Head–Leeman Coastal Connection	Regional connection between coastal townsites	No formal active transport link between the two coastal townsites despite strong recreational, tourism and community demand.	Regional recreational cycling and walking corridor supporting tourism, community events and coastal recreation.	Feasibility investigation and route identification; shared path or recreational trail; wayfinding signage; rest areas and scenic lookouts.
Spain Street–North Street Link	Coorow	Gap in the local walking network limiting safe access to Coorow Primary School and community facilities.	Complete a missing link in the townsite pedestrian network and improve school access safety.	New path connection or upgraded footpath; dedicated pedestrian crossing on Spain Street; verge improvements.

Safe Accessible Route to the Coorow Wildflower Farm	Coorow townsite to Wildflower Farm	No safe walking or cycling connection to a key tourism destination. Demand increases significantly during the wildflower season.	Improve tourism access and support recreational walking and cycling, particularly during the wildflower season.	Shared path or widened verge path along the route corridor; wayfinding signage; safer road crossings; improved verge treatments where required.
Lakes Road Crossing	Green Head	No safe crossing between Community Centre / school bus stop and the park. Limited path connections between the community centre and surrounding residential areas.	Address a safety issue on a key school travel route and improve accessibility to a key community facility and encourage walking for short local trips.	Pedestrian crossing treatment on Lakes Road; consideration of line marking, signage and path continuity upgrades
Pedestrian Crossings & Pram Ramps Audit	Shire wide	Existing pedestrian crossings and pram ramps across the three townsites have not been comprehensively audited for DDA compliance or All Ages and Abilities suitability. Missing or substandard ramps and crossing treatments reduce accessibility, particularly for older residents, people with mobility aids and families with prams.	Develop a prioritised program of crossing and pram ramp upgrades to improve accessibility and safety across all townsites, consistent with the All Ages and Abilities approach underpinning this Plan.	Audit of all pedestrian crossings and pram ramps across Coorow, Green Head and Leeman; assessment against DDA requirements and relevant Australian Standards; identification and prioritisation of deficiencies; minor deficiencies addressed through routine maintenance; significant upgrades brought forward as discrete projects in the next plan review cycle.
Illyarrie Street Missing Link	Leeman	Approximately 6 m gap in the existing footpath network reducing pedestrian network continuity.	Complete a small but important missing link improving connectivity between residential areas and nearby facilities.	Construction of approximately 6 m of footpath to connect existing paths and complete the network.

6 Action Plan

6.1 How Projects were Prioritised

Priority projects were identified through a combination of network analysis, existing planning documents, community and stakeholder feedback, and a multi-criteria assessment (MCA) consistent with the DTMI Local Bike Planning Guidance (2024). This approach ensures projects are assessed in a transparent and consistent manner while reflecting local priorities and practical delivery considerations.

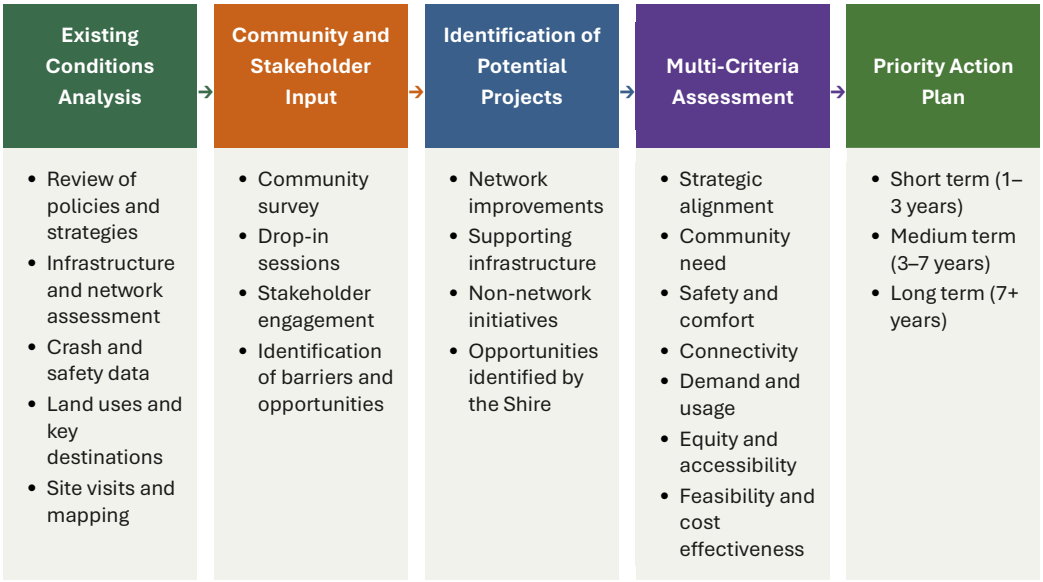


Figure 19 Project Prioritisation Process

Projects were assessed against the following criteria, which reflect the plan's objectives and the needs identified through the existing conditions analysis and community engagement:

Table 9 Multi-Criteria Assessment Criteria

Criteria	Considerations
Strategic Alignment	Alignment with the objectives of the Active Transport Plan and broader Shire strategic planning priorities.
Community Need and Support	Issues and priorities identified through community engagement and stakeholder feedback, including the Stakeholder Engagement Outcomes Report.
Safety and Comfort	Potential to improve safety for people walking and cycling, including reducing exposure to high traffic speeds or volumes and improving comfort for less confident users, children and older residents.

Connectivity	Contribution to improving network connectivity, including filling missing links and improving connections between residential areas and key destinations such as schools, community centres and coastal areas.
Demand and Usage Potential	Likely level of use and potential to increase walking and cycling participation, including consideration of tourism and seasonal visitor demand.
Equity and Accessibility	Extent to which projects improve access for people of all ages and abilities and provide benefits across different parts of the community, including older residents, children and visitors.
Feasibility and Cost Effectiveness	Ability to deliver projects within available resources and opportunities to integrate improvements with other infrastructure projects or maintenance works.
Environmental and Community Benefits	Contribution to broader outcomes such as reduced vehicle use, improved public spaces, enhanced recreation opportunities and protection of natural environments.
Partnership Opportunities	Potential to deliver projects in collaboration with State agencies, Main Roads WA, tourism organisations or community groups.
Tourism & Recreation	Extent to which the project supports the visitor experience, connects to a key tourist attraction or recreational destination (including the Coorow Wildflower Farm, Three Bays Walkway and coastal reserves), or addresses seasonal visitor demand during the wildflower season or summer holiday period.

Note: The prioritisation process is intended to provide guidance only. Opportunities may arise during implementation that fast-track or delay individual projects.

Based on this assessment, projects were grouped into three timeframes to reflect their complexity, cost and funding requirements.

Table 10 Timeframe Categories

Timeframe	Description
Short Term (1–3 years)	Projects that address key safety or connectivity issues and can be delivered relatively quickly with available resources. Includes small-scale path connections, crossing improvements and non-infrastructure initiatives.
Medium Term (3–7 years)	Projects that may require additional planning, design, investigation or external funding before delivery can commence.
Long Term (7+ years)	Larger or strategic projects that require partnerships, external funding, feasibility investigation or integration with future road upgrade or infrastructure projects.

6.2 Infrastructure Projects

The following action plan presents the nine priority infrastructure projects identified through the multi-criteria assessment process. The full detailed action plan, including project sheets, is provided in Appendix A.

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
1	**Green Head–Leeman Coastal Connection**	Green Head to Leeman	**Long term**	**$$$**	Feasibility investigation and route identification for a longer-distance coastal shared path or recreational trail connecting the two coastal townsites. Supported by the Draft Coastal Management Plan (2025) and the Coastal Recreational Track Management Master Plan (2025). Details for route and wayfinding to be taken from the Green Head Trails Master Plan (2017).	**89.0**	**High Priority**	Shire of Coorow	DTMI (WABN / Trail Planning Grants); Regional Development Australia; Tourism WA
2	**Spain Street–North Street Link**	Coorow	**Short term**	**$$**	New path connection between Spain Street and North Street completing a missing link in the local pedestrian network, improving safe access to Coorow Primary School. Includes a dedicated pedestrian crossing on Spain Street.	**87.7**	**High Priority**	Shire of Coorow	Main Roads WA; Coorow Primary School
3	**Safe Accessible Route to the Coorow Wildflower Farm**	Coorow	**Medium term**	**$$**	Investigation and design of a shared path or widened verge path connecting the town centre to the Wildflower Farm, with wayfinding signage, road crossings and verge improvements.	**87.3**	**High Priority**	Shire of Coorow	DTMI (WABN Grants); Main Roads WA; tourism operators

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
4	Lakes Road Crossing	Green Head	Short term	$	Pedestrian crossing treatment on Lakes Road at the community centre bus stop, addressing a child safety issue on a key school travel route.	82.0	High Priority	Shire of Coorow	Main Roads WA (crossing design); school bus operator
5	Pedestrian Crossings & Pram Ramps Audit	Shire wide	Medium term	$$	Audit of pedestrian crossings and pram ramps across all three townsites to develop a prioritised program of works for All Ages and Abilities access. Findings will be used to develop a prioritised works program for inclusion in the Shire's annual capital works planning. Minor deficiencies identified through the audit — such as missing pram ramps or damaged surfaces — should be addressed through routine maintenance budgets where possible. More significant crossing upgrades identified through the audit will be brought forward as discrete projects in the next plan review cycle, with funding sought through the WABN Grants Program or integrated with planned road upgrade works.	77.7	High Priority	Shire of Coorow	—
6	Illyarrie Street Missing Link	Leeman	Short term	$$	Construction of approximately 6 m of footpath on Illyarrie Street to connect existing path segments and complete a small but important gap in the pedestrian network.	71.0	High Priority	Shire of Coorow	—

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
7	Ocean View Drive (Patton St–Grigson St)	Green Head	Long term	$$$	Formalise and improve the path on Ocean View Drive between Patton Street and Grigson Street to provide a continuous active transport connection along this key coastal route.	65.0	Medium Priority	Shire of Coorow	DTMI (WABN / Trail Planning Grants)
8	Railway Crossing Path Connection	Coorow	Medium term	$$	Advocate to complete path connection between Station Street and the existing path leading to Main Street along the railway crossing. Discussions to be held with PTA.	60.7	Medium Priority	Shire of Coorow / PTA	PTA
9	Caravan Park to Maley Park Connection	Coorow	Short term	$	Investigate a low-cost treatment to formalise the path between the caravan park and Maley Park / sports oval, supporting recreational access for visitors and residents.	57.7	Medium Priority	Shire of Coorow	—

Cost key: $ = Under $50,000 $$ = $50,000–$200,000 $$$ = Over $200,000

Timeframe: **Short term** (1–3 years) **Medium term** (3–7 years) **Long term** (7+ years)

All costs are indicative only and based on professional judgement informed by comparable active transport projects in similar regional Western Australian contexts. All costs should be confirmed through detailed design and procurement processes prior to project delivery. Timeframes are intended as guidance and may be subject to change based on funding availability, partnership opportunities and emerging community needs.

6.3 Non-Infrastructure Projects

Walking and cycling participation is supported by initiatives that complement physical infrastructure improvements. The following non-infrastructure projects have been identified for delivery across the Shire.

6.3.1 Wayfinding and Signage

Clear wayfinding helps residents and visitors navigate walking and cycling routes and increases awareness of the active transport network. In a regional context where visitors may be unfamiliar with local routes and attractions, effective signage is particularly important for supporting tourism and recreational riding.

There is currently no identifiable active transport wayfinding signage in place within the Shire. It is recommended that wayfinding be provided at key decision points including trailheads, coastal path entry points, town centres and route intersections. Specifically, priority locations include:

- Three Bays Walkway entry points and key sections, Green Head
- Town centre, Coorow — connection to the Wildflower Farm route
- Foreshore and jetty area, Leeman — coastal path connections
- Key intersections along proposed network improvements across all three townsites

6.3.2 Dedicated Cycle Facilities

Dedicated cycle facilities such as pump tracks and bike skills areas provide recreational riding opportunities for children and youth, encourage participation in cycling and build riding confidence in a safe, traffic-free environment. These facilities are increasing in popularity across regional Western Australia and are well suited to smaller communities where opportunities for off-road recreational riding may be limited.



Figure 20 Mountain bike tracks (source: City of Bayswater)

A pump track typically consists of a looped circuit with smooth mounds and banked corners that riders navigate using a pumping motion, without needing to pedal. These facilities cater to a range of ages and

skill levels and are often located adjacent to existing recreation infrastructure such as skate parks, ovals and playgrounds.

It is recommended that pump track or bike skills facilities be investigated for the following locations:

- Coorow - near Maley Park or adjacent to existing skate park area
- Leeman - near Wann Park
- Green Head - near Community Lakes Reserve or another location with suitable access and passive surveillance

Construction of pump tracks requires specialist design expertise and meaningful community involvement, particularly from young people, in the planning and design process. A yearly maintenance budget should be factored into project planning from the outset. Funding may be available through the Department of Local Government, Sport and Cultural Industries recreational infrastructure programs and the WA Trail Planning Grants Program. The Shire should engage with neighbouring local governments and the Department of Transport to understand lessons learned from similar facilities across regional WA before progressing detailed design.

6.3.3 Bike Parking and Amenities

Bike parking and supporting amenities reduce the practical barriers to cycling and encourage more people to ride for local trips and recreation. It is recommended that secure bike parking be installed at the following locations:

Coorow	Green Head	Leeman
Visitor centre and wildflower display area	Three Bays Walkway trailhead and key coastal access points	Foreshore and jetty area
Coorow Primary School	Community centre	Leeman Primary School
Recreation reserve and oval	Sporting club	Recreation reserve
Caravan park	Caravan park	Caravan park
	Dynamite Bay and Rocky Bay Beach access points	Sea rescue building and foreshore facilities

Bike parking infrastructure should support the whole bicycle frame and allow users to lock both the frame and wheels. U-rail style racks are recommended as best practice. Where possible, parking should be in visible, well-lit areas to improve security and encourage use.

An audit of existing bike parking across the three townsites is recommended to confirm current supply and identify any gaps not captured above.

6.3.4 Bike Repair Stations

There is currently limited provision of bicycle repair and pump stations across the Shire. Repair stations provide basic tools and an air pump for minor on-the-spot maintenance and are particularly valued by recreational riders, touring cyclists and visitors who may be some distance from alternative assistance.

It is recommended that publicly accessible repair stations be installed at the following locations, co-located with bike parking where possible:

- Leeman foreshore and jetty area
- Green Head — Three Bays Walkway trailhead
- Coorow — caravan park or visitor centre, to support wildflower season visitors

Repair stations should be positioned at high-use destinations with good passive surveillance and co-located with water fountains or shelter where possible, to support longer-distance riders. Water access is particularly important given the warm regional climate.

The Shire should also investigate the installation of e-bike charging facilities at the caravan parks in Coorow and Green Head. E-bike charging infrastructure is well suited to the Shire's tourism context, as visitors staying overnight are most likely to benefit from overnight charging capability. This could be progressed in partnership with caravan park operators or through regional tourism funding programs.

6.3.5 Behaviour Change

Infrastructure improvements are most effective when supported by programs that encourage people to walk and ride more often. The following initiatives are recommended for the Shire. Where projects are delivered through the WA Bicycle Network (WABN) Grants Program, activation, consultation and evaluation activities will be planned and delivered in accordance with DTMI's Activation, Consultation and Evaluation (ACE) Guidance, which provides a framework for raising awareness of new infrastructure, engaging the community throughout the project lifecycle, and measuring outcomes against anticipated project benefits.

6.3.5.1 Community Events

Community walking and cycling events raise awareness of local routes, make active transport more visible and help break down barriers to participation. Events such as National Ride2School Day, Bike Month and local group rides can be supported or facilitated by the Shire in partnership with community groups, sporting clubs and tourism organisations. Launch events at the completion of new infrastructure — such

as a community ride-through or activation day — are a straightforward way to promote new facilities and are consistent with the mandatory activation requirements of the WABN Grants Program. These events can also serve as consultation and evaluation opportunities by capturing user feedback on the new infrastructure at the same time.

6.3.5.2 Your Move Program

The Your Move program, administered by the Department of Transport and Major Infrastructure, supports local governments, schools and workplaces to encourage walking, cycling and public transport use through behaviour change activities, events and education programs.



Figure 21 Your Move Stencil Art (source: DTMI)

Schools can participate by registering online and sharing active transport stories and activities to earn points, which can be redeemed for items such as bike racks and bike education sessions. It is recommended that the Shire encourage Coorow Primary School and Leeman Primary School to register for the Your Move program and that the Shire itself register as a local government participant to access resources and promote the program across the community.

For WABN-funded projects connecting to schools, the Shire should also consider applying for a WABN Schools Activation Package as part of the grant application. The Package provides additional funding — scaled to project size — to deliver school-specific activation initiatives alongside new infrastructure and requires school endorsement prior to application. The Your Move Schools program is the recommended complementary behaviour change platform for these initiatives.

6.3.5.3 School Travel Programs

Encouraging children to walk and ride to school supports lifelong active travel habits and reduces vehicle congestion around school zones. Programs targeting students aged 5–9 can introduce cycling as an enjoyable and normal activity from an early age. Programs targeting the 10–14 age bracket can focus on building confidence and independence for students who may be considering riding to school without parental accompaniment. It is recommended that the Shire, in conjunction with State Government agencies and school P&C associations, investigate school-based active travel initiatives on a biennial basis, targeting different age groups with age-appropriate activities.

6.3.5.4 Activation, Consultation and Evaluation for WABN Projects

For projects delivered through the WABN Grants Program, the Shire is required to complete an ACE Plan and Report Form in accordance with grant agreement milestones. At minimum, this involves promoting new infrastructure at commencement and completion, submitting a pre-application consultation summary and connectivity map, and completing a bike video survey upon construction. The Shire is encouraged to go further by undertaking pre- and post-construction travel surveys, pedestrian and cyclist counts, and community feedback activities that can inform both project evaluation and future plan reviews. A multi-disciplinary approach — drawing on staff from infrastructure, community services and engagement teams — will improve the quality and reach of ACE activities. DTMI's WABN Grants team provides advice and support throughout project delivery.

6.3.6 Cycling without Age



Figure 22 Cycling without Age (source: Cycling without Age)

Cycling Without Age is a not-for-profit program that connects older residents and others who are no longer able to ride independently with their community and the outdoors through free rides on electric-assisted trishaw bikes, piloted by trained volunteers.

Given the Shire's older demographic profile, the program is particularly well suited to Coorow, Green Head and Leeman. The coastal foreshore areas in Green Head and Leeman — with flat terrain, scenic routes and proximity to community facilities — provide ideal conditions for trishaw rides. The program would offer older residents and visitors an opportunity to experience the Shire's coastal landscapes and maintain a connection to outdoor community life.

The Shire is encouraged to investigate the establishment of a local chapter in partnership with aged care service providers, community groups and the Cycling Without Age Australia national organisation, which provides training and support for new chapters. A shared chapter based in Green Head or Leeman would be the most practical starting point given the Shire's population distribution.

Table 11 Non-network Active Transport Projects

#	Project	Location	Purpose	Timeframe	Cost	Delivery Partners
1	**Pump track / bike skills area (locations to be confirmed)**	All townsites	Youth recreation and cycling participation in a safe, traffic-free environment	**Medium term**	$$	Shire of Coorow, DLGSC
2	**Coastal trail interpretation and wayfinding**	Green Head	Improve visitor and resident experience along the Three Bays Walkway and coastal lookout routes	**Short term**	$	Shire of Coorow, regional tourism organisations
3	**Route signage and wayfinding**	All townsites	Help residents and visitors navigate the active transport network	**Short term**	$	Shire of Coorow
4	**Bike repair stations and water fountains**	Leeman foreshore; Green Head Three Bays Walkway trailhead; Coorow caravan park / visitor centre	Support recreational riders and cycling tourists; provide on-the-spot maintenance capability	**Short term**	$	Shire of Coorow, caravan park operators
5	**Secure bike parking**	All townsites — schools, foreshore areas, caravan parks,	Improve accessibility and support cycling for local and recreational trips	**Short term**	$	Shire of Coorow, schools

#	Project	Location	Purpose	Timeframe	Cost	Delivery Partners
		sporting clubs, community centres				
6	**E-bike charging facilities**	Coorow and Green Head caravan parks	Support tourism and recreational e-bike riders; align with Shire tourism objectives	**Medium term**	$$	Shire of Coorow, tourism operators, caravan park operators
7	**Your Move program registration**	Coorow Primary School; Leeman Primary School; Shire offices	Encourage active travel behaviour change in schools and workplaces	**Short term**	$	DTMI, schools, Shire of Coorow
8	**Community events and school travel programs**	All townsites	Promote walking and cycling; build participation across all age groups	**Ongoing**	$	Shire of Coorow, schools, P&C associations, community groups
9	**Cycling Without Age — investigate establishing local chapter**	To be confirmed	Connect older residents with the outdoors through volunteer-piloted e-trishaw rides	**Short term**	$	Shire of Coorow, Cycling Without Age Australia, aged care services

6.4 Funding and Partnerships

Delivery of the Active Transport Plan will rely on a combination of Shire investment, external funding and partnerships with State agencies and community organisations. Many improvements can be delivered incrementally through existing road upgrades, maintenance programs and recreation infrastructure projects, which can reduce delivery costs and maximise value.

6.4.1 Funding Opportunities

The following funding programs may support delivery of projects identified in this Plan. The Shire should monitor program guidelines and application rounds, as eligibility criteria and funding availability change over time.

Table 12 Funding Opportunities

Program	Administrator	Relevant Projects
WA Bicycle Network (WABN) Grants Program	Department of Transport and Major Infrastructure	Shared paths, on-road facilities and supporting infrastructure. Dollar-for-dollar matching up to 50% of project cost. Requires alignment with the LTCN.
WA Trail Planning Grants Program	Department of Transport and Major Infrastructure	Trail planning and feasibility work, including the Green Head–Leeman coastal connection and Coorow Wildflower Farm route.
Roads to Recovery Program	Australian Government (via Local Government)	Local road maintenance and improvement works. Active transport improvements integrated with road projects may be eligible.
Black Spot Program	Australian Government / Main Roads WA	Safety improvements at locations with a demonstrated crash history. Relevant to intersection improvements at Nairn Street, Leeman. Requires a benefit-to-cost ratio of at least 2:1.
Regional Development Funding	Regional Development Australia (Midwest Gascoyne)	Regional infrastructure including tourism and recreation assets. Relevant to coastal trail connections and visitor-facing infrastructure.
Tourism Infrastructure Grants	Tourism WA / Lotterywest	Trails, wayfinding and visitor infrastructure supporting tourism outcomes. Relevant to the Three Bays Walkway, Coorow Wildflower Farm route and Green Head–Leeman connection.
Recreational Infrastructure Grants	Department of Local Government, Sport and Cultural Industries	Recreational infrastructure including pump tracks and dedicated cycle facilities.

Your Move Program	Department of Transport and Major Infrastructure	Behaviour change programs, school travel initiatives and community events.
Main Roads WA Programs	Main Roads Western Australia	Active transport infrastructure forming part of road upgrades or safety improvements on state-managed roads, including Indian Ocean Drive and Midlands Road.

6.4.2 Integrating with Other Projects

Many walking and cycling improvements can be delivered cost-effectively by integrating them with planned infrastructure works. Opportunities include road upgrades and resurfacing, streetscape improvements in town centres, park and recreation facility upgrades, and coastal access and tourism infrastructure projects. Aligning active transport delivery with these programs will be a priority in the Shire's annual capital works planning.

6.4.3 Key Delivery Partners

The Shire will seek to work with the following organisations to support project delivery, community engagement and active travel promotion:

- Department of Transport and Major Infrastructure
- Main Roads Western Australia
- Department of Local Government, Sport and Cultural Industries
- Local schools and P&C associations
- Regional tourism organisations and Tourism WA
- Sport and recreation groups
- Neighbouring local governments, particularly in relation to the Green Head–Leeman coastal connection
- Caravan park operators and local tourism businesses

7 Delivering the Plan

7.1 Implementation Framework

The Active Transport Plan will be delivered through a combination of infrastructure improvements, programs and policies guided by the Six E's framework. This approach recognises that increasing walking and cycling participation requires both physical infrastructure and supportive initiatives across a range of areas of influence.

Table 13 Six E's Implementation Framework

Element	Focus	Strategies and Actions
Environment	Safe and connected infrastructure	Deliver priority path projects; improve road crossings at key locations including Lakes Road Green Head and Spain Street Coorow; develop recreational trail connections; install wayfinding, bike parking and repair stations across all townsites.
Education	Skills and safety awareness	Support school education programs at Coorow Primary and Leeman Primary; promote road user awareness; provide route information and wayfinding for residents and visitors through signage and digital channels.
Encouragement	Promoting walking and cycling	Support community events and school travel programs; investigate Cycling Without Age program for older residents; promote local routes and the Your Move program to schools and workplaces.
Enabling Policies	Planning and policy support	Integrate active transport into land use planning, development approvals and capital works planning; advocate for improvements on Indian Ocean Drive and Midlands Road; align with WABN Grants Program requirements.
Equity	Inclusive access	Ensure infrastructure supports users of all ages and abilities; prioritise accessible crossings, path surfaces and rest opportunities; support older residents, children and visitors who make up a significant proportion of the Shire population and visitor base.
Evaluation and Planning	Monitoring and continuous improvement	Track infrastructure delivery through annual capital works reporting; review community feedback and participation data; update priorities as new opportunities arise over the life of the Plan.

7.2 Implementation Roadmap

Delivery of the Active Transport Plan will occur progressively through annual capital works programs, integration with road upgrades and maintenance projects, State and Federal funding opportunities, and partnerships with community groups and regional organisations.

Table 14 Implementation Roadmap

Timeframe	Priority Actions
Short term (1–3 years)	Illyarrie Street missing link (Leeman); Spain Street–North Street link (Coorow); Green Head Community Centre connections; Lakes Road school crossing (Green Head); bike parking across all townsites; wayfinding and route signage; bike repair stations and water fountains; Your Move program registration; crossing identification and safety audit.

Medium term (3–7 years)	Pump tracks — Coorow (near Maley Park) and Leeman (near Wann Park); pump track investigation — Green Head; e-bike charging facilities at caravan parks; additional path connections identified through network review; coastal trail signage and interpretation (Green Head); Coorow Wildflower Farm route detailed design and investigation; community events program.
Long term (7+ years)	Green Head–Leeman coastal connection (subject to feasibility and funding); network expansion as development occurs; integration with future Main Roads WA road upgrade projects on Indian Ocean Drive and Midlands Road; Green Head pump track delivery (subject to site confirmation).

Note: Estimated timeframes are intended to provide guidance only. Funding opportunities, partnerships and emerging priorities may alter the sequence of delivery over the life of the Plan.

7.3 Monitoring and Evaluation

Monitoring and evaluation are important to ensure that the Active Transport Plan continues to respond to community needs and that progress can be tracked over time. Implementation will be monitored through delivery of actions in the Action Plan and integration of projects into the Shire's annual capital works and operational programs. The following indicators will be used to track progress across the Six E's framework.

Table 15 Monitoring Indicators

Element	Indicators	Data Source	Review Frequency
Environment	Kilometres of new or improved walking and cycling infrastructure; number of crossings upgraded; number of bike parking and repair stations installed	Shire capital works records; asset register	Annual
Education	Number of school programs delivered; number of participants in safety or skills programs	School and program records; DTMI Your Move data	Annual
Encouragement	Number of community events held; Your Move registrations; participation in cycling programs including Cycling Without Age	Program records; community surveys	Annual
Enabling Policies	Number of development applications incorporating active transport provisions; advocacy outcomes on state-managed roads	Planning records; correspondence with Main Roads WA and DTMI	Annual
Equity	Assessment of whether improvements benefit all age groups and abilities; community feedback from older residents, children and visitors	Community surveys; engagement records; site assessments	Every 2 years

Evaluation and Planning	Annual review of action plan progress; community satisfaction with walking and cycling conditions; funding secured and projects delivered	Annual reporting; periodic community surveys; WABN grant reporting	Annual

7.3.1 Plan Review

The Active Transport Plan should be reviewed periodically to ensure it remains relevant and aligned with community needs, funding opportunities and strategic priorities. A review may be undertaken following completion of key projects, when significant changes occur in land use or transport conditions, or as part of broader strategic planning reviews. Regular review will allow the Shire to update priorities, incorporate new opportunities and ensure the plan continues to reflect the needs of the community.

7.3.2 Reporting

The Shire will report annually on implementation of the Active Transport Plan, including projects delivered, funding secured and progress against monitoring indicators. Progress on implementation will be reported through the Shire's annual reporting processes and capital works program updates and communicated to the community through the Shire's website and other communication channels. The Shire will also report to the Department of Transport and Major Infrastructure as required under WABN Grants Program funding agreements.

8 Conclusion

The Shire of Coorow Active Transport Plan 2025–2035 establishes a practical, community-informed framework for improving walking and cycling across Coorow, Green Head and Leeman over the next decade. Shaped by genuine community engagement — including drop-in sessions held in each townsite and a shire-wide survey — the plan reflects what residents and visitors have told us matters most: safer crossings, better-connected paths, and routes that link homes to schools, foreshores and natural areas.

The plan identifies nine priority infrastructure projects and nine supporting non-infrastructure initiatives, sequenced across short, medium and long-term timeframes to reflect delivery complexity, available resources and funding opportunities. High-priority short-term actions — including the Spain Street–North Street link in Coorow and the Lakes Road school crossing in Green Head — address safety and connectivity gaps that can be resolved with modest investment and have strong community and strategic backing. Longer-term ambitions, including the Green Head–Leeman Coastal Connection and the Coorow Wildflower Farm route, position the Shire to capitalise on its coastal and natural assets as tourism and recreation infrastructure over the life of the plan.

Progress will not happen in isolation. Delivery depends on continued partnerships with the Department of Transport and Major Infrastructure, Main Roads Western Australia, local schools, community organisations and regional tourism bodies. Many improvements can be integrated cost-effectively into planned road upgrades and maintenance programs, stretching the value of every dollar invested.

By 2035, the goal is clear: walking and riding are part of everyday life in the Shire of Coorow. Residents can safely walk to school, the shops or the oval. Visitors can cycle from the caravan park to wildflower trails or along a coastal path between Leeman and Green Head. Older residents can access the foreshore on a trishaw with a Cycling Without Age volunteer. The infrastructure, programs and partnerships identified in this plan put that vision within reach — one path, one crossing, one community connection at a time.

Appendix A — Full Action Plan table

Appendix B — Active Transport Network Maps (one per townsite)

Appendix C — Policy Review

Appendix D — Stakeholder Engagement Outcomes Report

Infrastructure Projects

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
1	Green Head–Leeman Coastal Connection	Green Head to Leeman	Long term	$$$	Feasibility investigation and route identification for a longer-distance coastal shared path or recreational trail connecting the two coastal townsites. Supported by the Draft Coastal Management Plan (2025).	89.0	High Priority	Shire of Coorow	DTMI (WABN / Trail Planning Grants); Regional Development Australia; Tourism WA
2	Spain Street–North Street Link	Coorow	Short term	$$	New path connection between Spain Street and North Street completing a missing link in the local pedestrian network, improving safe access to Coorow Primary School. Includes a dedicated pedestrian crossing on Spain Street.	87.7	High Priority	Shire of Coorow	Main Roads WA; Coorow Primary School
3	Safe Accessible Route to the Coorow Wildflower Farm	Coorow	Medium term	$$	Investigation and design of a shared path or widened verge path connecting the town centre to the Wildflower Farm, with wayfinding signage, road crossings and verge improvements.	87.3	High Priority	Shire of Coorow	DTMI (WABN Grants); Main Roads WA; tourism operators

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
4	Lakes Road Crossing	Green Head	Short term	$	Pedestrian crossing treatment on Lakes Road at the community centre bus stop, addressing a child safety issue on a key school travel route.	82.0	High Priority	Shire of Coorow	Main Roads WA (crossing design); school bus operator
5	Pedestrian Crossings & Pram Ramps Audit	Shire wide	Medium term	$$	Audit of pedestrian crossings and pram ramps across all three townsites to develop a prioritised program of works for All Ages and Abilities access. Findings will be used to develop a prioritised works program for inclusion in the Shire's annual capital works planning. Minor deficiencies identified through the audit — such as missing pram ramps or damaged surfaces — should be addressed through routine maintenance budgets where possible. More significant crossing upgrades identified through the audit will be brought forward as discrete projects in the next plan review cycle, with funding sought through the WABN Grants Program or integrated with planned road upgrade works.	77.7	High Priority	Shire of Coorow	—

Rank	Project	Location	Timeframe	Cost	Summary	Score	Priority	Responsibility	Delivery Partners
6	Illyarrie Street Missing Link	Leeman	Short term	$$	Construction of approximately 6 m of footpath on Illyarrie Street to connect existing path segments and complete a small but important gap in the pedestrian network.	71.0	Medium Priority	Shire of Coorow	—
7	Ocean View Drive (Patton St–Grigson St)	Green Head	Long term	$$$	Formalise and improve the path on Ocean View Drive between Patton Street and Grigson Street to provide a continuous active transport connection along this key coastal route.	65.0	Medium Priority	Shire of Coorow	DTMI (WABN / Trail Planning Grants)
8	Railway Crossing Path Connection	Coorow	Medium term	$$	Advocate to complete path connection between Station Street and the existing path leading to Main Street along the railway crossing. Discussions to be held with PTA.	60.7	Medium Priority	Shire of Coorow / PTA	PTA
9	Caravan Park to Maley Park Connection	Coorow	Short term	$	Investigate a low-cost treatment to formalise the path between the caravan park and Maley Park / sports oval, supporting recreational access for visitors and residents.	66.7	Medium Priority	Shire of Coorow	—

Non-Infrastructure Projects

#	Project	Location	Purpose	Timeframe	Cost	Delivery Partners
1	**Pump track / bike skills area (locations to be confirmed)**	All townsites	Youth recreation and cycling participation in a safe, traffic-free environment	**Medium term**	$$	Shire of Coorow, DLGSC
2	**Coastal trail interpretation and wayfinding**	Green Head	Improve visitor and resident experience along the Three Bays Walkway and coastal lookout routes	**Short term**	$	Shire of Coorow, regional tourism organisations
3	**Route signage and wayfinding**	All townsites	Help residents and visitors navigate the active transport network	**Short term**	$	Shire of Coorow
4	**Bike repair stations and water fountains**	Leeman foreshore; Green Head Three Bays Walkway trailhead; Coorow caravan park / visitor centre	Support recreational riders and cycling tourists; provide on-the-spot maintenance capability	**Short term**	$	Shire of Coorow, caravan park operators
5	**Secure bike parking**	All townsites — schools, foreshore areas, caravan parks, sporting clubs, community centres	Improve accessibility and support cycling for local and recreational trips	**Short term**	$	Shire of Coorow, schools

#	Project	Location	Purpose	Timeframe	Cost	Delivery Partners
6	**E-bike charging facilities**	Coorow and Green Head caravan parks	Support tourism and recreational e-bike riders; align with Shire tourism objectives	**Medium term**	$$	Shire of Coorow, tourism operators, caravan park operators
7	**Your Move program registration**	Coorow Primary School; Leeman Primary School; Shire offices	Encourage active travel behaviour change in schools and workplaces	**Short term**	$	DTMI, schools, Shire of Coorow
8	**Community events and school travel programs**	All townsites	Promote walking and cycling; build participation across all age groups	**Ongoing**	$	Shire of Coorow, schools, P&C associations, community groups
9	**Cycling Without Age — investigate establishing local chapter**	To be confirmed	Connect older residents with the outdoors through volunteer-piloted e-trishaw rides	**Short term**	$	Shire of Coorow, Cycling Without Age Australia, aged care services


Coorow
North Street
Spain Street
Main Street
Station Street
Long
Maley Park
Recreational Ground
Bristol Street
Wildflower Farm
Local Route
Secondary Route
Primary Route


Green Head
Local Route
Secondary Route
Primary Route
Green Head Road
The Lakes Road
Ocean View Drive


Leeman
Local Route
Secondary Route
Primary Route
Illyarrie Street
Indian Ocean Drive
60
Thomas Street
Nairn Street
Snapper Street
Thomas Street

Policy Review

Introduction

Active transport planning within the Shire of Coorow is influenced by a combination of local strategic planning documents, trail master plans, regional tourism strategies and broader state planning frameworks. Together, these documents establish the policy context for improving walking, cycling and recreational trail infrastructure across the Shire's townsites and surrounding landscapes.

The review identifies key themes relevant to active transport, including connectivity between settlements, recreation and tourism opportunities, improved pedestrian infrastructure within townsites, and protection of environmental assets.

Shire of Coorow Local Planning Strategy (2015)

The Local Planning Strategy (LPS) provides the primary statutory planning framework guiding land use and infrastructure planning in the Shire over a 10–15 year period.

The Strategy identifies the Shire as a mixed coastal and rural region, with townsites supported by agriculture, tourism and natural landscapes. It emphasises strengthening connectivity between the Shire's three main settlements—Coorow, Leeman and Green Head—and improving accessibility to services and recreational areas.

Key Directions Relevant to Active Transport

The Local Planning Strategy identifies several actions relevant to walking and cycling:

1. Regional Active Transport Connections

The Strategy proposes development of a pedestrian and cycle path between Leeman and Green Head, potentially within the Indian Ocean Drive road reserve. This corridor is identified as a medium-term priority and would improve both recreational and functional connectivity between the coastal settlements.

The Strategy also identifies opportunities to extend existing tracks between Green Head and Little Anchorage Bay and potentially connect these to Leeman if environmental impacts are acceptable.

2. Townsite Walkability

Within townsites, the Strategy highlights the need to improve pedestrian connections and accessibility to services. For example, in Coorow the Strategy recommends the development of new and upgraded pedestrian paths linking key precincts and community facilities to support walkability and improve local connectivity.

3. Tourism and Recreational Trails

The Strategy recognises tourism as a key economic opportunity and supports infrastructure that enhances visitor access to natural attractions, including coastal areas, wildflower landscapes and scenic lookouts. Improved trail networks and wayfinding are identified as mechanisms to strengthen the visitor experience.

Overall, the Local Planning Strategy establishes a strong policy basis for expanding active transport infrastructure as part of broader economic development, tourism and community health objectives.

Shire of Coorow Integrated Strategic Plan (2022–2032)

The Shire of Coorow Integrated Strategic Plan 2022–2032 establishes the long-term strategic direction for the local government and outlines the community's priorities over a ten-year horizon. The plan forms part of the Western Australian Integrated Planning and Reporting framework and integrates the Strategic Community Plan with the Corporate Business Plan to guide infrastructure investment, service delivery and community outcomes.

The document identifies several strategic priorities relevant to active transport planning, particularly in relation to community wellbeing, recreation infrastructure and transport connectivity.

Key Directions Relevant to Active Transport

1. Provision of Footpaths, Cycleways and Trails

Community engagement undertaken as part of the strategic planning process identified the provision of footpaths, cycleways and trails as a key community priority. These facilities support both recreation and local accessibility, particularly within townsites and between coastal destinations.

2. Connected and Accessible Communities

The Plan emphasises the importance of creating connected communities through accessible infrastructure. Improvements to town centres, including pedestrian paths, lighting and streetscape upgrades, are identified as mechanisms to enhance safety, accessibility and community wellbeing.

3. Recreation and Community Infrastructure

The Plan highlights the role of recreational facilities, open spaces and community infrastructure in supporting healthy and active lifestyles. Walking trails, coastal paths and recreational routes are identified as opportunities to enhance local amenity and support outdoor recreation.

4. Regional Connectivity

The implementation plan identifies seeking external funding for a pedestrian and cycle connection between Green Head and Leeman as a key action. This corridor aligns with broader strategic objectives relating to recreation, tourism and improved regional connectivity.

Relevance to the Active Transport Plan

The Integrated Strategic Plan provides a strong strategic foundation for improving active transport infrastructure across the Shire. In particular, it reinforces the importance of:

- expanding pedestrian and trail infrastructure
- improving accessibility within townsites
- supporting recreational walking and cycling opportunities
- strengthening connections between coastal communities

These directions align closely with the objectives of the Active Transport Plan and support the development of a coordinated network of walking, cycling and recreational routes across the Shire.

Shire of Coorow Corporate Business Plan

The Corporate Business Plan outlines the Shire's priorities for infrastructure delivery, community wellbeing and economic development.

Key priorities relevant to active transport include:

• improving recreational infrastructure
• enhancing tourism assets and visitor experiences
• maintaining and upgrading local infrastructure
• improving connectivity between townsites and community facilities

Active transport infrastructure supports these objectives by contributing to health, recreation, tourism and local accessibility. Walking and cycling infrastructure also supports the Shire's goal of improving lifestyle opportunities for residents and visitors.

Green Head Trails Master Plan (2017)

The Green Head Trails Master Plan provides detailed planning for trail infrastructure within and around the Green Head area.

The plan highlights the significant recreational and tourism value of the coastal landscape and surrounding natural areas, identifying opportunities for:

• walking trails
• cycling routes
• interpretive trails

• improved coastal access
• connections between recreation areas

The document emphasises the need for clear trail hierarchies, signage and wayfinding, as well as environmentally sensitive design to protect coastal ecosystems.

The Master Plan also identifies opportunities to connect the townsite to surrounding natural features including beaches, lookouts and reserves. These connections are particularly important for visitors and support the town's role as a recreational coastal destination.

Coastal Recreational Track Management Master Plan for the Shires of Coorow, Dandaragan and Gingin (2025)

The Coastal Recreational Track Management Master Plan (CRTMMP) provides a framework to guide future planning, development and management of recreation and tourism opportunities along the coastline between the Shires of Coorow, Dandaragan and Gingin. The plan covers the coastal lands between Indian Ocean Drive and the ocean, from Two Rocks north to Leeman, with a focus on managing recreational use of coastal tracks while protecting environmental, landscape and cultural values.

The CRTMMP identifies Green Head and Leeman as key coastal access points and primary entry nodes for visitors to the project area. It recognises the Three Bays Walkway at Green Head as an established designated walk trail and the only specified walk and cycle trail in the Shire of Coorow portion of the project area. The plan recommends development of additional walking trails at primary day use sites, separated from vehicle access, and identifies significant potential for expanding the coastal trail network.

Key Directions Relevant to Active Transport

1. Coastal Walking Trail Development

The CRTMMP identifies high potential for introducing walking trails throughout the project area and recommends developing a set of trails that vary in length, location and experience — including coastal, flora and fauna, and historical trails. Walk trails associated with primary day use sites should be separated from vehicle traffic to enhance the visitor experience and improve safety.

2. Green Head–Leeman Coastal Connection

The plan supports a longer-distance coastal walking and cycling connection between Green Head and Leeman, consistent with directions in the Green Head Trails Master Plan (2017) and community feedback received through the Active Transport Plan engagement process. Community members described this connection as a "Marathon Walkway" to support tourism, healthy activities and school excursions.

3. Visitor Information, Orientation and Signage

The CRTMMP recommends installation of orientation and directional signage at strategic locations and key entry points, including Green Head and Leeman. Concise orientation information, take-away maps and route information are identified as priorities to improve visitor navigation and support active recreation. These directions align with wayfinding improvements proposed in the Active Transport Plan.

Relevance to the Active Transport Plan

The CRTMMP provides direct policy support for coastal trail development within the Shire of Coorow, particularly at Green Head and Leeman. It reinforces the case for extending the Three Bays Walkway, improving pedestrian and vehicle separation at coastal recreation sites, and investigating the Green Head–Leeman coastal connection as a priority project. The plan's emphasis on sustainable recreational use, environmental protection and visitor-focused signage aligns closely with the active transport objectives of this Plan.

Tracks and Trails of WA's Wildflower Country and Coast (2022)

This regional trails strategy highlights the tourism potential of walking and cycling trails across the wider Wildflower Country region, which includes the Shire of Coorow.

The document identifies several key themes relevant to active transport planning:

1. Nature-Based Tourism

Trails are recognised as major attractors for visitors, particularly those interested in wildflowers, coastal landscapes and outdoor recreation.

2. Regional Trail Networks

The strategy promotes the development of linked trail networks across local government boundaries, improving connectivity between destinations and supporting multi-day visitor experiences.

3. Trail Diversity

The plan encourages a range of trail types including:

- coastal trails
- walking trails
- cycling routes
- interpretive nature trails

These facilities support both recreation and tourism while encouraging longer visitor stays in regional areas.

Tourism plays a central role in the Shire's economy, particularly along the coast at Leeman and Green Head. Trails and active transport infrastructure support tourism by:

- providing access to natural landscapes
- improving visitor mobility within townsites
- linking attractions and coastal recreation areas
- supporting eco-tourism opportunities

The Local Planning Strategy identifies tourism as a key growth sector and encourages infrastructure that enhances the visitor experience and supports the Shire's position within the Coral Coast tourism region.

Walking and cycling routes therefore play both a transport and tourism function, particularly in coastal settlements.

State Planning Framework

Active transport planning in the Shire of Coorow is also guided by a range of Western Australian state-level policies and strategies. While several of these documents have a primary focus on the Perth metropolitan area, they establish the broader state policy context for walking, cycling and trail development and support advocacy by regional local governments for improved active transport infrastructure and funding.

WA Bicycle Network Plan (2014, updated 2017)

The WA Bicycle Network Plan provides a state-wide blueprint for making bicycle riding a safe, connected, convenient and widely accepted form of transport. The Plan supports the development of connected cycling networks across both metropolitan and regional Western Australia and encourages infrastructure suitable for people of all ages and abilities. Key directions include improving cycling safety and comfort, supporting cycling for recreation and tourism, and growing participation across a wide range of users.

The Plan is supported by the WA Bicycle Network Grants Program, which provides funding to local governments for cycling infrastructure including shared paths, on-road bicycle facilities and supporting infrastructure. Projects identified in the Active Transport Plan may be suitable for future grant applications under this program.

WA Active Travel Strategy

The WA Active Travel Strategy is being developed by the Department of Transport and Major Infrastructure as Western Australia's first overarching active travel strategy. It builds on the WA Bicycle Network Plan to address a broader range of active travel modes including walking, wheeling and riding. The Strategy aims to articulate a shared vision for active travel across the state, provide clear direction on actions required to implement this vision, and outline how progress will be measured and evaluated.

The Strategy reinforces the importance of making active travel an easy, attractive and widely accepted choice for people of all ages and abilities, and its development signals a strengthened state commitment to active transport investment across metropolitan and regional areas.

WA Strategic Trails Blueprint 2022–2027

The WA Strategic Trails Blueprint 2022–2027 was jointly produced by the Department of Local Government, Sport and Cultural Industries and the Department of Biodiversity, Conservation and Attractions. It provides a vision, guiding principles, strategic directions and actions for trail planning and development across Western Australia, and is intended for use by government agencies, trail managers, local governments, landholders, tourism operators and the community.

Building on the previous WA Strategic Trails Blueprint 2017–2021, the 2022–2027 Blueprint presents a strategic refocus for the trails sector with a shift toward deepening trail users' connection to country, community and culture, while ensuring ongoing economic, environmental and social sustainability of trail developments. The Blueprint's vision is that by 2027, Western Australia's trails will connect more people to Country through shared experiences in diverse landscapes, resulting in greater community, social, cultural, economic, environmental, health and wellbeing outcomes.

The Blueprint identifies eight strategic pillars to guide implementation: greater trail use and awareness; consistent and collaborative planning; sustainable design, construction and maintenance; community engagement; events; economic development; Aboriginal engagement; and research and monitoring. These pillars are supported by an emphasis on inclusive and accessible trail infrastructure and a commitment to integrating Aboriginal cultural values across all stages of trail planning and development.

The Blueprint is supported by the WA Trail Planning Grants Program, which provides funding to local governments and community organisations for sustainable trail planning and development projects. Projects must align with the Blueprint's vision and demonstrate sustainable, inclusive and accessible trail outcomes. This program represents a relevant funding opportunity for trail planning and development within the Shire of Coorow.

National Context — Cycling and Walking Australia and New Zealand (CWANZ)

Cycling and Walking Australia and New Zealand (CWANZ) is the Australasian lead reference group for walking and riding on transport and recreation networks, bringing together senior leaders from all Australian state and territory transport agencies, the New Zealand Transport Agency, local government representatives, and peak bodies for walking, cycling, health and mobility. CWANZ provides a collaborative forum for sharing

knowledge, research and innovation to improve outcomes for active travel across Australia and New Zealand.

CWANZ coordinates the National Walking and Cycling Participation Survey (NWCPS), Australia's most comprehensive and consistent measure of active travel behaviours. Conducted biennially since 2011, the survey tracks trends in participation, infrastructure needs, comfort levels and motivations, offering insights that inform policy, planning and investment across all levels of government. Department of Transport Western Australia

The most recent survey, published in 2025, captured responses from more than 12,000 Australians and identified several findings relevant to active transport planning. Key findings include:

- Walking remains the most common form of active travel, with around 81% of Australians walking regularly
- Two in five Australians indicate they would ride more if they felt more comfortable, demonstrating significant latent demand for riding
- Infrastructure is the primary enabler, with 42% of recent riders citing better paths, facilities and on-road safety features as motivators
- E-bike ownership has doubled since 2023, now reaching 6% of households nationally

These findings reinforce the importance of providing safe, comfortable and well-connected infrastructure to encourage greater participation in walking and riding. The strong latent demand for riding — particularly where infrastructure improvements are made — directly supports the case for investment in the active transport network within the Shire of Coorow.

Key Themes Emerging from the Policy Review

Across the reviewed documents several consistent themes emerge that guide the development of an active transport network within the Shire.

1. Connectivity Between Settlements

Regional trail connections—particularly between Leeman and Green Head—are identified as a key opportunity to improve accessibility and strengthen tourism links.

2. Walkable Townsites

Improving pedestrian infrastructure within townsites will help connect residents and visitors to key destinations such as schools, shops, recreation facilities and the coast.

3. Recreation and Tourism Opportunities

Trails are a major recreational asset and tourism driver in the region, particularly where they provide access to coastal environments, wildflower areas and scenic landscapes.

4. Environmental Sensitivity

Many potential trail corridors occur within environmentally sensitive areas. Planning must therefore balance accessibility with protection of coastal ecosystems, native vegetation and natural landscapes.

5. Regional Trail Networks

Linking local trails into broader regional trail networks will strengthen the Shire's role within the Wildflower Country tourism region.

Implications for the Active Transport Plan

The policy and literature review suggests several implications for the Shire of Coorow Active Transport Plan:

- Prioritise development of coastal and inter-town trail connections, particularly between Leeman and Green Head
- Improve pedestrian connectivity within townsites, including paths linking community facilities and recreation areas
- Integrate tourism and recreation trails with functional walking and cycling infrastructure
- Develop a coherent trail hierarchy and wayfinding system
- Ensure infrastructure design protects sensitive environmental areas

Together, these actions will support improved accessibility for residents, strengthen tourism opportunities and enhance the Shire's natural and recreational assets.

Stakeholder Engagement Outcomes

Introduction

As part of the Shire of Coorow Active Transport Plan (the 'Plan'), consultation with the community is a key component to understanding the issues and opportunities within the Shire. Stakeholder consultation allows the community to provide input into the identification of issues and appropriate responses to these issues. The purpose of the engagement is to understand local active transport needs, identify safety issues and priorities, and ensure the final plan reflects community input.

Engagement outcomes will guide the prioritisation of infrastructure improvements, including the location of new shared paths and on-road facilities, intersection and crossing upgrades, bike parking and end-of-trip facilities, and streets requiring traffic calming or safety treatments. Community feedback will assist in directing investment to locations of greatest need and community benefit.

This report summarises the outcomes of community and stakeholder engagement undertaken to inform the Shire of Coorow Active Transport Plan.

The engagement activities included:

- Community survey (4 week)
- Drop-in sessions in Greenhead, Leeman and Coorow townsites (12-13 February)
- Targeted discussions with key stakeholders

Engagement outcomes informed the identification of priority routes, safety improvements, network gaps and opportunities for recreational cycling infrastructure.

Survey Responses

A survey was conducted over a four-week period in February to understand the issues and opportunities of the active transport network in the Shire. A total of 12 survey responses were collected, and the results are presented below. While the number of responses is modest, it is consistent with engagement levels typically observed in small regional communities and provides useful local insights.

Demographics

Figure 1 shows the distribution of responses by gender and age profile of the respondents. There were 58% female and 42% male respondents. Fifty-eight percent of the respondents were aged 60+ and those aged 44-60 represented 25% of the total.

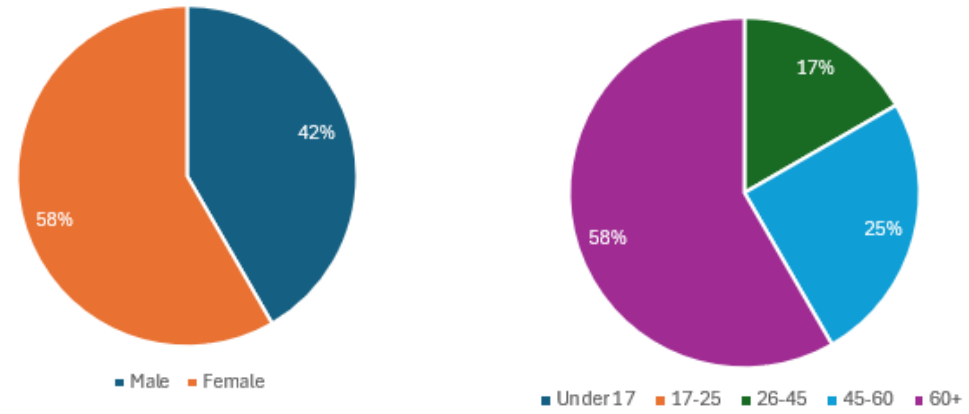


Figure.7.Gender.and.age.profile

All but one respondent responded that they owned a bicycle.

Cycling Frequency

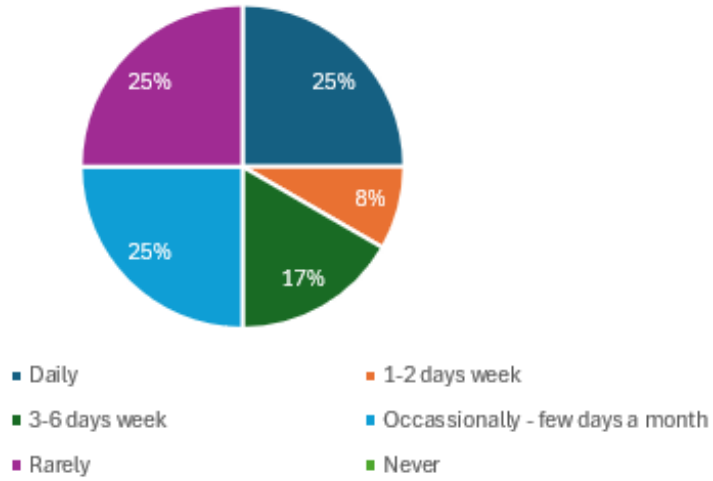


Figure.8.How.often.do.you.ride.a.bike?

The survey asked, »What.are.the.reasons.you.do.not.ride.a.bike?‹ .with most responding. »N~~-A~~.I.ride.a.bike‹ .but also responses indicated lack of infrastructure as a reason not to ride.

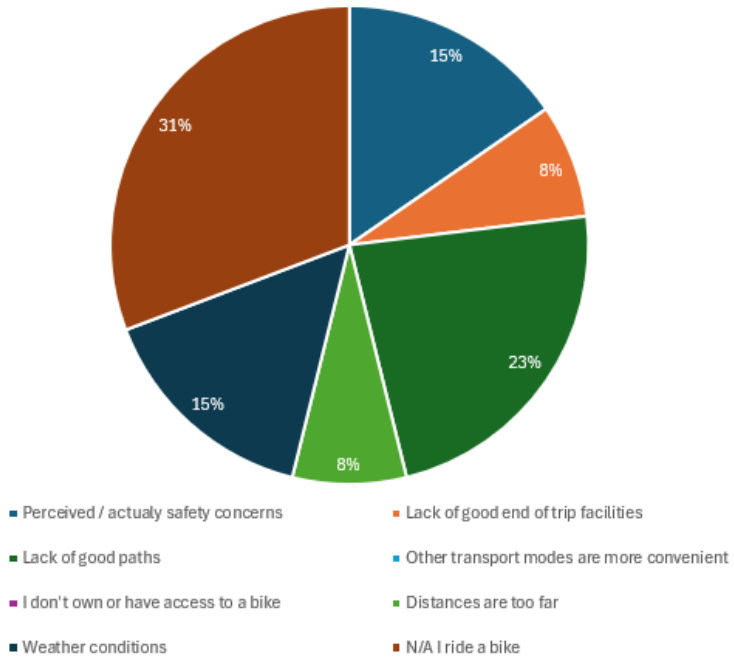


Figure.9.What.are.the.reason.you.do.not.ride.a.bike?

Reasons for Riding

When asked»Why.do.you.ride.a.bike?‹ .the responses were varied, with most stating it was for fun (31%), for fitness or health (27%) and to ride to the shops, café, etc. (23%).

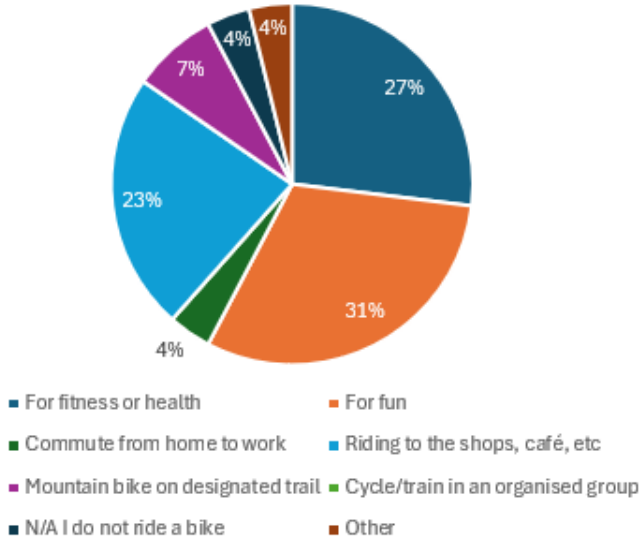
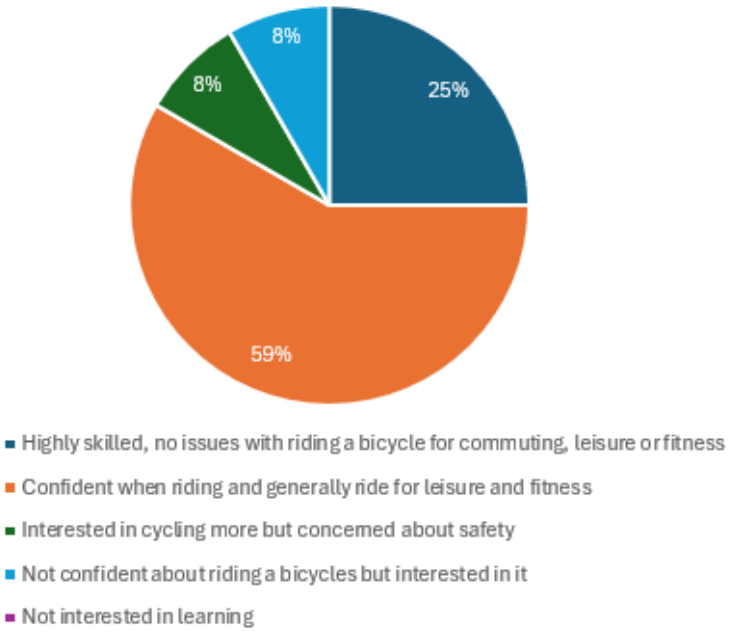


Figure.0.Why.do.you.ride.a.bike?

Rider Confidence

The survey posed the question: “Which.phrase.best.describes.you.as.a.bike.rider?‹ .and the majority (59%) identified as confident when riding or highly skilled (25%).



Suggested Actions

An open-ended question provided an opportunity for respondents to indicate “What. would.be.your.top.priority.project(s).to.encourage.more.cycling?‹

Suggestions included:

- Connection between Leeman and Green Head (distance path like Jurien Bay to Hill River)
- Footpath between sea rescue and jetty (Leeman)
- Safe crossings and ramps
- Improving height different between curb and verge and for the sides of paths to be finished off smoother
- Informative wayfinding signage to local sites and safety signage (e.g. steep sections of path)
- More paths in general and for them to be wider

Drop-in Session Outcomes

This section summarises feedback received at community drop-in sessions. Each of the three townsites held a two-hour drop-in session where residents had the opportunity to discuss any issues and/or opportunities to the Plan. Feedback was recorded through notes from discussions with attendees and comments marked directly on maps.



Figure 1 Green Head Drop In Session

Greenhead

Coastal path that connects through bushland
3 bays walkway needs clearer signage or stickers, signage for steep incline/ramps
Lakes Road needs a crossing for school children using bus drop off/pick up near community centre
3 bays walkway needs indigenous input
Steep ramp needs signage near scenic lookout
3 bays walkway ends at boat ramp / Farley St but want to continue south to capture new development
Ocean View Dr connection between Rocky Bay Beach (psp)
Recommend LATM
Pump track for kids
Access for bus at school - driveway ramp
Gravel route around golf course
Green Head Rd between Bryant St and Mitchell St
Ocean View Dr needs ped crossing near Bingham St
Connect coastal path through bush between Bingham St and Lot 601 park
Ped crossing on Green Head Rd at Johns St
Path improvement on Ocean View Dr between Grigson St and Patton St
Continue path on Farley St
Path west of Farley St to South Bay Lookout
Park at Lot 601 – Raised pedestrian crossing between park and the beach access path

Leeman

Coast path to Leeman could connect east and cross Green Head Rd and through bush to industrial area for a pump track

Coorow

Crossing between information bays over Midlands Road
Seed works corner of South Street and Midlands Road, need a path through the park
Handrail at Main St cnr
More seating
Connection between caravan park and oval - consider a raised boardwalk or bitumen
Improve maintenance of brickwork on paths
Spain St needs a designated crossing to school
Main St end footpath Reservoir Road
Lighting at rail crossing

Key Themes from Drop-in Sessions

Feedback from the drop-in sessions was reviewed and grouped into several key themes, summarised below.

Theme	Summary
Improving Path Connectivity and Network Completion	Community feedback highlighted gaps in the existing walking and cycling network and the need for better connections between key destinations. Suggestions included extending the coastal path south of Farley Street, connecting Rocky Bay Beach to Ocean View Drive, and improving links between the caravan park and oval, golf course, and industrial area pump track. There was also interest in regional connections, such as a coastal route to Leeman and links through bushland. Overall, the community emphasised creating a more continuous and legible network that connects

	residential areas with beaches, parks, schools, and recreation areas.
Safer Crossings and Road Safety Improvements	Many comments focused on improving pedestrian safety at road crossings and busy streets. Key locations included Green Head Road, Midlands Road, Spain Street, Lakes Road and Ocean View Drive, particularly near the school, community centre, parks, and beach access points. Residents suggested measures such as pedestrian crossings, raised crossings, and local area traffic management (LATM) to improve safety for children, families, and visitors moving between key destinations.
Path Quality, Accessibility and Supporting Infrastructure	Community members raised several issues related to the quality and usability of existing paths. These included requests for path upgrades, improved maintenance of brick paths, handrails on steep sections, lighting at the rail crossing, and improved ramps. Additional supporting infrastructure such as seating, clearer signage (particularly for steep ramps and lookouts), and accessible paths was also identified as important to make routes more comfortable and usable for people of all ages and abilities.
Recreation and Place-Based Opportunities	Feedback also highlighted opportunities to enhance walking and cycling routes as part of broader recreational and place-making outcomes. Suggestions included a pump track for children, a gravel loop around the golf course, and paths that enhance access to lookouts, beaches, parks and scenic areas. There was also interest in incorporating Indigenous input into the Three Bays walkway, indicating support for cultural recognition and storytelling within the active transport network.

Stakeholder Groups

A range of stakeholder groups and organisations were notified of, or invited to participate in, the engagement process. While not all stakeholders provided feedback,

their inclusion ensures transparency in the consultation process and identifies groups who may be engaged further as the Plan progresses.

Stakeholder	Engagement Method	Response
Shire of Coorow (Officers, Elected Members)	• Email correspondence • Briefings • Stakeholder meetings	Ongoing
State Government Agencies (Main Roads WA, Department of Transport & Major Infrastructure)	• Email correspondence	Involve
Community (Residents, Landowners, Businesses, Residents' associations)	• Online survey • Community Listening Posts • Online survey Email correspondence	Involve / Collaborate
Interest Groups (Local Facebook community noticeboard members, Sporting and recreational groups*)	• Email correspondence • Stakeholder briefings • Stakeholder meetings	Involve / Inform

Leeman	Greenhead
Snag Island News	GH Men's Shed
L Marine Rescue	GH Sporting Club
L Townscape & Tourism Advisory Group	GH Community Association Inc
L Playgroup	GH Coast Care Group
L Community Garden	GH Golf Club
L Bush Fire Brigade	GH Bowling Club
L Ratepayers & Progress Association	GH Bush Fire Brigade
L P&C Associations	GH&L Dementia Friendly Town Alliance
L Country & Sporting	St John Leeman Green Head Sub Centre
L Mixed Darts	
L Bowling Club	
Trash 2 Treasure Volunteers	
CRC Volunteers (Committee)	

Other Community Engagement Input

Previous engagement undertaken by the Shire for other strategic documents also identified relevant active transport issues and opportunities. The following are relevant comments from those engagements.

Draft Coastal Management Plan for the Shire of Coorow (August 2025)

- Many comments asking for a Green Head to Leeman "Marathon" Walkway to encourage tourism, healthy activities, school excursions. Comments include recommendations on location and management. »I.asked.for.a.suitable.track. between.Greenhead.and.Leeman.for.a.Marathon.Run.to.be.held.every.year.to.add. tourism.to.the.area¡.This.needs.to.be.a.suitable.surface.to.run.on¡
- Support a pedestrian/ cycling path/ boardwalk from the Leeman Caravan Park to Little Anchorage however NOT at the expense of closing vehicle access.

Conclusion and Next Steps

Community and stakeholder engagement has provided valuable local insight into walking and cycling needs, barriers and opportunities across the Shire of Coorow. Feedback gathered through the community survey, drop-in sessions and previous engagement processes has helped identify priority locations for improving safety, connectivity and accessibility within the Shire's active transport network.

Several consistent themes emerged from the engagement process. These include the need to improve connectivity between key destinations such as beaches, parks, schools and town centres, complete missing links within the existing path network, and address safety concerns at key road crossings. Community members also highlighted the importance of improving path quality and supporting infrastructure, including lighting, signage, seating and accessible ramps, to ensure routes are comfortable and usable for people of all ages and abilities.

Engagement also identified opportunities to enhance walking and cycling routes as part of broader recreational and tourism outcomes. Suggestions such as completing the Three Bays Walkway and improving coastal connections reflect community interest in active transport infrastructure that supports both local residents and visitors.

The feedback received will inform the refinement of priority routes and projects within the Active Transport Plan. Engagement outcomes will assist in confirming network connections, identifying missing links and highlighting locations where safety improvements or further investigation may be required.

These outcomes will help guide the prioritisation and staging of infrastructure improvements, support future funding applications and partnerships with external agencies, and assist the Shire in delivering improvements in a coordinated and cost-

effective manner. As projects progress to planning and design stages, further targeted engagement may be undertaken where required to refine project outcomes and address local conditions.

11.1.4 SHIRE QUICK GRANT PROGRAM

Reporting Officer:	**C Van Den Heever, Asset & Project Manager**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**ADM0297**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

COUNCIL'S ROLE:

Review: When Council reviews decisions made by officers.

REPORT PURPOSE

For Council to consider the Quick Grants application of:

- $500 to the Coorow Community Resource Centre to support the community event promoting local businesses, community participation, and sustainability.

BACKGROUND

As part of the Shire Donations to Community Groups Scheme in the 2025/2026 Annual Budget, an allocation has been made available to support local community initiatives. Funding is offered through two streams:

- Quick Grants – up to $500, available year-round for small community projects and activities.
- Community Grants – up to $5,000, offered annually around April.

At 31 May 2026 the Council have supported 6 Quick Grant application with total amount of $3,000, please see the list below,

No	Community Groups	Projects / Program	Shire Contribution
1	Green Head Men's Shed	Remembrance Day service in Green Head	$500
2	Coorow Sundowner Committee	Coorow Community Sundowner event	$500
3	Green Head Community Association	Senior Christmas Party	$500
4	Leeman Green Head Community Resource Centre	Christmas Party 2025	$500
5	Green Head Bowling Club	Welcome Day 2026	$500
6	Leeman Bowling Club	38th Leeman Gateway to the North Carnival	$500
		TOTAL	**3,000**

COMMENT

A summary of the application as follows:

No	Organisation/ Community Group	Amount Requested	Project /Program	Total Project	Previous Funding	Comment
1	Coorow Community Resource Centre	$500	Coorow Car boot & Market Day	$2240	2024/2025 $500	The event will provide local and surrounding community members with an opportunity to showcase their businesses and skills while promoting recycling and sustainability through the sale of second-hand goods. Proceeds will also contribute towards face painting and activities for children, helping to create an engaging and family-friendly atmosphere.

STAKEHOLDER ENGAGEMENT

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

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Allocated in 2025/2026 Shire Annual Budget as part of the Shire Donations to Community Groups Program.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Allocated in 2025/2026 Shire Annual Budget as part of the Quick Grant Program.

RISK IMPLICATIONS

Nil

ATTACHMENTS

1. **Quick Grant for Coorow CRC** ⇩
2. **Quick Grant for CRC Flyer** ⇩

OFFICER RECOMMENDATION

For Council to consider the Quick Grants application of:

- $500 to the Coorow Community Resource Centre (CRC) to support the delivery of a community event that promotes local businesses, showcases community skills, encourages social connection, and supports recycling and sustainability through the sale of second-hand goods.

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

Application Form

Section A: APPLICANTS DETAILS

Organisation Name:	Coorow Community Resource Centre		
Is your organisation not- for-profit?	Yes ☒ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☒ No ☐
What is your Organisation Background? (Aims, Numbers of Member, History)	To encourage individual personal development so that individuals are better equipped for the demands that are placed on them as a result of living in an isolated community		
Do you have Public Liability Insurance?	Yes ☒ No ☐		

Section B: CONTACT DETAILS

Name of Applicant:	Deborah Maley				
Position:	Coordinator				
Address:	14 Main St	Suburb:	Coorow	Postcode:	WA 6515
Postal Address:		Suburb:		Postcode:	
Mobile Number:		Work:	9952 1266		
Email Address:	coordinator@coorowcrc.net.au	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 ☒ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	73649812140
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☒ No ☐

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Coorow CRC Grants	633000	140597626

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:	Coorow Car Boot & Market Day
Project Location:	Shire of Coorow owns the property. Coorow District Hall
Who owns or controls the location where the project is to be located:	The Coorow CRC Leases the 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):

To provide an opportunity for locals and surrounding communities to showcase their small businesses and skills and provide an avenue to encourage recycling and renewal with the sale of 2nd hand goods. To bring the community together and to provide an event for all ages. Arts/ entertainment/kids activities/ social/fun.

Expected Project Commencement Date	2/8/26	**Expected Project Completion Date**	2/8/26

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?

The Coorow Car Boot & Market day will provide the community a much needed showcase for small home based businesses and the opportunity to swap/sell/buy second hand goods locally. Promote opportunities for locals.

Does your event require any licenses, permits and approvals? **If yes, have you already applied for these?** **Please attach copies of these applications.*	No

Section F: PROMOTION

How will you acknowledge the Shires contribution?

Promotion of the event will include the Shire of Coorow logos and funding assistance will acknowledged in the Coorow Magpie Squawk.

Section G: BUDGET

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

Total Project / Activities Cost	$ $2,240.00
Amount requested from Council	$ $500
Do you require any in-kind support component from Council?	Yes ☐ No ☒

Has your organisation/group received financial support from Council in the past?
If yes, provide details of when and how much?

Yes For Seniors Bus tours and assisting to bring an arts event to Coorow

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

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.
Event Coordination		$500	20 hours/bookings/planning/	
Advertising			$100 Squawk	
Entertainment/Activ	$500			
Childrens activities		$200		
Hall Hire			$440.00 CRC	
Setup/pack up			$500.00 CRC 4 x 5 hours	
TOTAL	$500	$700	$1040.00	

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: 4/6/2026
Applicant's Name: Deborah Maley	
Position in Organisation/Group: Coordinator	
Name of Organisation/Group: Coorow Community Resource Centre	
Witness' Signature:	Date: 4/6/26
Witness' Name: LAURA BREWSTER	

Submit Applications to:	Chief Executive Officer Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	Ayu Muftidhati on 9952 0100 or cdo@coorow.wa.gov.au

Coorow Hall

70th

Birthday Celebrations

FRRR
Foundation for Rural Regional Renewal

Car boot + Market day

ACTIVITYS

- Music
- Kids activities
- Second hand goods
- Vintage Display
- Crafts
- New goods
- Cafe open - morning tea + lunch

WHERE & WHEN

- Sunday 2nd August 2026
- 10am-2pm
- Coorow Hall & Carpark

Stall's holder fees $20.00
Coorow Community groups $10.00



Contact us

admin1@coorowcrc.net.au
99521266
Organized by Coorow CRC

GOVERNMENT OF WESTERN AUSTRALIA
Department of Primary Industries and Regional Development

COOROW COMMUNITY RESOURCE CENTRE

11.1.5 AUDIT AND RISK COMMITTEE REVIEW

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	
Disclosure of Interest:	**Nil**
Voting Requirement:	**Absolute Majority**

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

The purpose of this report is for Council to consider and implement changes to the Audit and Risk Committee arising from the recent amendments to the Local Government Act 1995.

These amendments introduce new requirements for Audit and Risk Committees, and Council is required to review its current arrangements to ensure compliance with the updated legislative framework.

BACKGROUND

Amendments to the Local Government Act 1995 have been introduced to strengthen governance, transparency and accountability within local government operations. Several provisions have already commenced, with further changes expected to be implemented in due course.

On 7 December 2024, key provisions of the Local Government Amendment Act 2024 came into effect, introducing significant changes relating to local government committees.

A key change is the commencement of section 5.12, which requires a local government, by absolute majority, to appoint a member of each Council committee as the Presiding Member of that committee. The section also allows a local government, by absolute majority, to appoint a Deputy Presiding Member.

COMMENT

To comply with the amended legislation, Council must make these appointments by 1 July 2026. Previously, Presiding Members and Deputy Presiding Members were appointed by the committee itself at its first meeting following each ordinary local government election.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be a sitting fee of $350 per meeting

RISK IMPLICATIONS

Nil

ATTACHMENTS

1. Terms of Referance for Audit, Risk and Improvement Committee ⇩

OFFICER RECOMMENDATION

That Council:

1. That Council approves the change of the title of the Audit and Risk Committee to Audit, Risk and Improvement Committee.
2. Adopt the updated Terms of Reference of the Audit and Risk and Improvement Committee.

Audit, Risk and Improvement Committee

Terms of Reference – Shire of Coorow

1. **Establishment**
   The Audit, Risk and Improvement Committee is established by the Shire of Coorow in accordance with section 5.8A of the Local Government Act 1995 (WA) and associated regulations.

   The Committee is a committee of Council and has no delegated decision-making authority.

2. **Objectives**
   The objective of the Committee is to advise Council on its compliance and oversight responsibilities in relation to financial reporting, internal control systems, risk management, audit functions (internal and external), legislative compliance, ethical accountability and continuous improvement.

3. **Areas of Responsibility**
   Excerpt from regulation 16 of the Local Government (Audit) Regulations 1996:
   The Audit, Risk and Improvement Committee is to have the following functions:
   (a) to receive and review reports on, and recommend to the council actions to be taken in relation to:
      i. audits under Part 7 of the Local Government Act 1995;
      ii. compliance audits; and
      iii. reviews under regulation 17 of the Local Government (Audit) Regulations 1996.

   (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to:
      i. financial management;
      ii. legislative compliance; and
      iii. risk management.

   (c) to receive reports and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government –
      i. is required to take under section 7.12A(3) of the Local Government Act 1995;
      ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Local Government Act 1995;
      iii. has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b) above; and

iv. it has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a) of the Local Government Act 1995.

(d) any other function conferred on the audit, risk and improvement committee under the Local Government (Audit) Regulations 1996 or another written law.

4. Membership

The Committee shall consist of the following:

- One independent person, who will be the Chair of the Committee; and
- At least Three Councillors.

All appointments to the Committee shall be by nomination and appointed by Council. The Presiding Member and Deputy Presiding Member are to be appointed in accordance with the Local Government Act 1995. It is noted that a deputy to the presiding member is required to be appointed by Council who, where present at a meeting in the absence of the independent person, is required to be chosen by the committee to chair that particular meeting.

5. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the Local Government Act 1995 and the Shire's adopting meeting procedures at the time;
- The committee may institute and manage any other rules considered necessary for the operation of the Committee;
- The Committee's recommendations must be considered and adopted by the Council before implementation; and
- The Terms of Reference are to be reviewed in line with the election of new members and any amendment is to be submitted for Council approval prior to Committee adoption.

6. Meetings

The Committee will meet at least four times per year. A quorum is 50 percent of members, including at least one independent member.

7. Minutes and Reporting

- Recommendations from the Committee will be presented to the next available Council meeting for consideration;
- The Chief Executive Officer is responsible for the keeping of minutes of all business transacted at each meeting and will present the minutes to the next meeting of the Committee for confirmation; and
- The minutes shall be made available to all Elected Members and the External Representatives of this Committee.

11.1.6 APPOINTMENT OF INDEPENDENT CHAIRPERSON AND DEPUTY CHAIRPERSON

Reporting Officer:	**E Wilkin, Governance & Executive Support Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	
Disclosure of Interest:	**Nil**
Voting Requirement:	**Absolute Majority**

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 an appropriate person for the position of independent chairperson and the deputy chairperson of the Audit, Risk and Improvement Committee (ARIC).

BACKGROUND

Audit committees will be revised as ARICs and must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. There may also be benefit to the local government through appointing an independent presiding member with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

Under the current provisions of the Act, an audit committee is required to be established comprising of 3 or more persons appointed by an absolute majority decision of the local government. The majority of the members must be council members. The CEO or a local government employee cannot be a member.

COMMENT

The Act provides for the following distinct committee member roles:

- Presiding Member — responsible for facilitating and chairing committee meetings (section 5.12).

- Deputy Presiding Member — comparable to a Deputy Mayor/President, a deputy presiding member is a committee member who presides at meetings of the committee in the absence of the presiding member (section 5.12(2)).
- Deputy Member — a deputy to a committee member who only performs the function of the ordinary member when they are unable to do so (section 5.11A).

Under section 87 of the Amendment Act, a local government will be required to appoint an independent person as presiding member of the ARIC.

The reforms will require an ARIC to be structured as follows:

Independent Presiding Member

- A local government must appoint an independent person as presiding member of the ARIC.

Independent Deputy Member/Deputy Presiding Member

- A local government must appoint an independent person as Deputy Member to the Presiding Member, stepping in when the Presiding Member is unavailable.
- A local government may also appoint an independent committee member as Deputy Presiding Member.

Other members

- The ARIC must have at least three members including the independent presiding member.
- The CEO and other local government employees cannot be members of the ARIC.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

The Shire currently does not have an independent member. It is proposed that a sitting fee be introduced to assist in being able to recruit an appropriate member. Any fees set should be inline with the Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025.

Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be a sitting fee required to be paid when the Audit Committee meets

RISK IMPLICATIONS

Nil

ATTACHMENTS

Nil

OFFICER RECOMMENDATION

That Council:

1. Appoints (Name) an Independent Chairperson for The Shire of Coorow Audit, Risk and Improvement Committee.
2. Appoints (Name) a Deputy Independent Chairperson for The Shire of Coorow Audit, Risk and Improvement Committee.

11.2 DEPUTY CHIEF EXECUTIVE OFFICER

11.2.1 COMMUNITY GRANT BUDGET SUBMISSIONS 2026/2027

Reporting Officer:	**C Van Den Heever, Asset & Project Manager**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**N/A**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Absolute Majority**

COUNCIL'S ROLE:

Review: When Council reviews decisions made by officers.

REPORT PURPOSE

For Council to consider the funding of the following projects and amounts requested to be included in the 2026/2027 Budget.

BACKGROUND

The Shire advertised for community grant projects of up to $5,000 for community groups to be considered in the 2026/2027 Budget. The grant round was opened from Monday, 13 May 2025 to Friday, 5 June 2025 and advertised on the Shire's website, SQUAWK, Shire Newsletter, and the Shire's Facebook Page. Hard copies were made available at both the Coorow and Leeman Shire Offices. A total of eight (8) applications were received with details amount requested per town is:

- Coorow - $2,754
- Green Head - $8,856.59

- Leeman - $18,500

Total amount requested being $30,110.59. All projects have been reviewed by the Shire's Administration and comment provided in the table below, with due consideration given to the following factors:

- Need for the project
- Amount of money received previously
- Community benefit
- Contribution by community group towards project

COMMENT

No	Community Groups	Amount Requested	Projects	Total Project Cost	Previous Funding	Officer Comment
1	Coorow Play Group	$1,500.00	Early Childhood Activities, Equipment Upgrade & Facility Hire	$1,500.00	2025/2026 -$5000 2022/2023 - $2500 2021/2022 2017/2018 - $500 2013/2014 - $710	A funding request supports key early childhood programs in Coorow, enhancing access, safety, and engagement for local families. This includes assisting with CWA building hire for weekly Playgroup sessions, ongoing Run Riot toddler Kinder gym program (covering hall hire and essential equipment upgrades), hosting external workshops (equipment such as portable outdoor table and chairs, speaker, vacuum, sensory trays and resources) as well as Run Riot equipment update. These improvements will help sustain and grow well-attended programs that benefit local children and families.
2	Coorow Primary School P&C Association	$1,254.00	Installation on Blind in the senior room	$1,254.00	2025/2026 - $5000 2022/2023 $5000 2021/2022 2019/2020 $100	We are seeking funding to install blinds in the senior classroom to improve comfort, safety, and learning outcomes for children. The blinds will reduce heat, glare, and UV exposure, creating a more conducive learning

					2017/2018 2015/2016 $100	environment that supports children's wellbeing, engagement, and concentration throughout the day.
Subtotal (Coorow)		**$2,754.00**	**Total (Coorow)**	**$2,754.00**		
3	Green Head Coastcare (Auspice Organisation - Shire of Coorow)	$3,856.59	Installation of grass for Ocean View Park	$3,856.59	2024/2025 - $357	Funding is sought to complete the final phase of upgrades at Ocean View Park to create a safer, more accessible and attractive community space. The project will enhance visitor experience, support community events and recreation, and improve the park's functionality, amenity and long-term sustainability for residents and visitors. *Auspice Organisation - Shire of Coorow, a Letter of Support is attached.*
4	Green Head Community Association	$5,000.00	Various Activities Events	$5,000.00	2025/2026 $5000 2023/2024 $5,000 2022/2023 $5,000, $500 2021/2022 $500, $1201.23 2020/2021 $3,000, $500 2019/2020 $500	The Green Head Community Association proposes a variety of community engagement activities including bus trips, morning teas, arts and crafts, gardening, and health-focused events. Highlights include a seniors' Christmas lunch, community Christmas party, biannual local artist markets, and regular bingo mornings. Weekly drop-in sessions foster social connection, with plans to invite guest speakers such as from Dementia Australia to support senior wellbeing and community participation.
Subtotal (Green Head)		**$8,856.59**	**Total (Green Head)**	**$8,856.59**		

5	Leeman Primary School P&C Associations	$5,000.00	Phase 1 for new nature-based Playground	$48,000.00	2024/2025 $5,000 2023/2024 $5,000 $477.14 2022/2023 4940.9 2021/2022 $650, $100	Leeman Primary School seeks $5,000 towards Phase 1 of a nature-based playground. The project will create a safe, engaging outdoor learning space featuring a timber bridge, mud kitchen, water play area, climbing equipment and relocated swings. This supports student wellbeing, creativity and physical development.
6	Leeman and Green Head Seniors Bus Trips (Auspice Organisation - Leeman Country & Sporting Club)	$3,500.00	Leeman and Green Head Seniors Bus Trips	$3,500.00	2024/2025 - $3500 2023/2024 $3,000 2022/2023 $2,100 2021/2022 Shire budget $2,100 with claimed was $1,308.46	Passengers are not charged for the cost of bus hire (which averages $285 per trip) for a monthly return trip to Geraldton, provided specifically for aged pension holders. This initiative began approximately 15 years ago and continues to play an important role in supporting the wellbeing of local seniors. The monthly trip provides access to essential services including medical appointments and shopping, while offering a valuable social outing. This opportunity is highly valued by participants and is consistently anticipated with enthusiasm. Volunteer drivers generously offer their time to support the program, contributing an estimated in-kind value of $3,000 annually (based on 12 trips at $250 per trip). *Auspice Organisation - Leeman Country & Sporting Club, a Letter of Support is attached.*
7	Catholic Church Leeman (Auspice Organisation - Dongara /	$5,000.00	Water bore that has run dry	$5,000.00	nil	The Bore that proves water to the church garden has run dry and needs to be deepened. *Auspice Organisation - Dongara/ Leeman Catholic Parish, a Letter of Support is attached.*

	Leeman Catholic Parish)					
8	Leeman Green Head CRC	$5,000.00	Upgrading of Air-conditioning system	$9,777.29	2025/2026 - $3300 Aust day	Are seeking funding to upgrade the CRC air-conditioning system to improve comfort, safety, and accessibility for community members using essential services such as technology support, printing, and Services Australia assistance. The current system limits efficient use of space and increases energy costs. A modern split-system upgrade will allow independent room control, improve energy efficiency, and enable more flexible use of facilities for community programs and events. This investment will strengthen the CRC as an inclusive community hub, reduce barriers during extreme weather, and support social engagement and wellbeing.
Subtotal (Leeman)		**$18,500.00**	**Total (Leeman)**	**$66,277.29**		
TOTAL		**$30,110.59**	**TOTAL PROJECTS**	**$77,887.88**		

STAKEHOLDER ENGAGEMENT

Community Groups

Executive Staff

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Shire of Coorow's Integrated Strategic Plan 2022 – 2032

1. Community

- Connected, friendly and safe communities – Volunteers and community groups feel supported.
- Recreational, social and open spaces are welcoming - Sport and recreation facilities and surfaces are planned, maintained and developed in a coordinated manner.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per the table above, the total amount requested from community groups to be considered in the 2026/2027 budget is $30,110.59.

RISK IMPLICATIONS

- Financial risk: The Shire is at risk of poor financial management if grants are not evaluated correctly and approved in the Annual Budget.
- Reputational: Not approving the requests poses risks such as the Shire being seen as discouraging community-led initiatives, potential damage to relationships with Community Groups, and receiving negative community feedback.

ATTACHMENTS

1. **Coorow Play Group** ⇩
2. **Coorow Parents & Citizens Association** ⇩
3. **Green Head Coastcare** ⇩
4. **Green Head Community Association** ⇩
5. **Leeman Parents & Citizens Association** ⇩
6. **Leeman and Green Head Seniors Bus Trips** ⇩
7. **Catholic Church Leeman** ⇩
8. **Leeman Green Head Community Recourse Centre** ⇩

OFFICER RECOMMENDATION

That Council resolve to SUPPORT the funding of the following projects and amounts as requested to a total of $30,110.59 and for these amounts to be included in the 2026/2027 Annual Budget.

- $1,500.00 to Coorow Play Group
- $1,254.00 to Coorow Parents & Citizens Association Inc
- $3,856.59 to Green Head Coast Care
- $5,000.00 to Green Head Community Association*
- $5,000.00 to Leeman Parents & Citizens Association Inc
- $3,500.00 to Leeman and Green Head Seniors Bus Trips
- $5,000.00 to Catholic Church Leeman*
- $5,000.00 to Leeman Green Head Community Recourse Centre

*These projects are supported conditionally upon receipt of additional supporting information.

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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

05 MAY 2026

Section A: APPLICANTS DETAILS

Organisation Name:	Coorow Playgroup		
Is your organisation not- for-profit?	Yes ☒ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☐ No ☒
What is your Organisation Background? (Aims, Numbers of Member, History)	We currently have 12 families registered with Coorow Playgroup in 2026.		
Do you have Public Liability Insurance?	Yes ☐ No ☒		

Section B: CONTACT DETAILS

Name of Applicant:	Laura Rudd				
Position:	President				
Address:	19 Main St	Suburb:	Coorow	Postcode:	6515
Postal Address:		Suburb:		Postcode:	
Mobile Number:	0409 722 858	Work:			
Email Address:	Laura_k4@live.com	Website:			

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

Organisation name:	Playgroup WA				
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 are auspicing your application if you are not incorporated.

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☒ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	43 966 273 664
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☐ No ☒

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Coorow Playgroup	63300	143093565

Section E: PROJECT DETAILS

Project/Activity Name: Run Riot and CWA Building Rent for Coorow Playgroup
Project Location: CWA Building and CRC/Town Hall Who owns or controls the location where the project is to be located: Coorow CWA and Shire of Coorow
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):
$500 to assist with rent of the CWA building on a Wednesday Morning. Coorow Playgroup currently pay $150 a school term to the CWA for use of the building. Coorow Playgroup continue to run a successful toddler gym, Run Riot on Friday mornings. As the years have gone by we are looking to further expand Run Riot to make it more accessible and engaging for the kids and families. We are applying for $1000 to purchase the following items. o $300 2 x Portable and collapsible kids outdoor table and chairs o $200 Portable JBL speaker o $250 Cordless vacuum o $300 2 x Sensory Trays and resources o $450 Run Riot equipment update

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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

Expected Project Commencement Date	06/2026	Expected Project Completion Date	06/2027

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

How will the community benefit from your project/activity?

Playgroup and Run Riot provides opportunities for families, in particular mothers and children, to meet and socialise. It allows for children to develop socially, emotionally and physically. Families are able to support and network with each other in a safe and caring environment. We have families from all over the North Midlands attending Playgroup and Run Riot.

These families also utilise the CRC; The Old Ute Cafe, Coorow Family Shop, Coorow Hardware and other local businesses.

Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	n/a
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	Support from local families and businesses, the continued running of Coorow Playgroup and Run Riot.

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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Email: admin@coorow.wa.gov.au
Leeman Administration Centre
20 Morcombe Road, Leeman WA 6514
Phone: (08) 9952 0100

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

Total Project / Activities Cost	$ 1500
Amount requested from Council	$ 1500
Do you require any in-kind support component from Council?	Yes ☐ No ☒

Has your organisation/group received financial support from Council in the past? Yes
If yes, provide details of when and how much? $500 has been put in the council budget to go towards playgroup each year. We applied for this grant in 2024/2025.

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Playgroup Facilities	$500	$40 per family to Coorow Playgroup	Playgroup Members	$15 per week, approx 3 hours	Marketing and sharing of contacts would be greatly appreciated.
			Donations from families or businesses		
Run Riot:				Currently run at the CRC, paying $65 a week for 2hrs and storage	
2 x Portable and collapsible kids outdoor table and chairs	$300				
Portable JBL speaker	$200				
Cordless vacuum	$250				

2 x Sensory Trays and resources	$300			
Run Riot equipment update	$450			
TOTAL				

Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
We will promote our events and recognise the Shire's support through the Squawk, local papers and social media pages.

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027
Coorow Administration Centre 22-26 Main Street, Coorow WA 6515 Leeman Administration Centre 20 Morcombe Road, Leeman WA 6514
Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

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: L Rudd	Date: 05/06/2026
Applicant's Name: Laura Rudd	
Position in Organisation/Group: President	
Name of Organisation/Group: Coorow Playgroup	
Witness' Signature: N Bailey	Date: 5/06/2026
Witness' Name:	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☐
ABN details provided	☐
Written quotes for works/services attached	☐
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐
Application has been signed by an authorised person	☐
Any other supporting documentation is attached (if applicable)	☐

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

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Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
2. Applications must be received by **4.00pm on Friday 5th June 2026**, late applications will not be considered;
3. Applicants can request funding of up to $5,000 from Council per grant round.
4. The project must take place within the financial year, unless an extension of time is approved by Council;
5. Approval must be obtained from Council for any significant change to the project;
6. The applicant must acknowledge Council's support in its advertising or publicity of the project;
7. Wherever possible, promotional material must include the Shire's logo;
8. Each project is to be considered on its merits and an allocation made in the Budget for that specific project/activity within the constraints of the Budget;
9. Organisations/groups will be advised of the outcome of their application in August annually or on adoption of Budget;
10. The project/activity will be run under the auspices of the applicant if you are not incorporated; and
11. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

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Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
3. Capacity within the group to successfully undertake the project / requirements in the application;
4. Does the project / application represent value for money;
5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
6. Other fundraising activities for the event or project are encouraged as is granted contribution and will be well received through the assessment process.

Section L: INELIGIBLE PROJECTS / ITEMS

The following will not be funded unless approved by Council:

1. Projects / applications that have already commenced (funding cannot be retrospective);
2. Projects / applications that are not based within the Shire of Coorow;
3. Projects / applications that duplicate an existing or similar project / service within the community;
4. Projects / applications that benefits an individual;
5. Alcohol;
6. Contributions to interstate or overseas travel; and
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

Section M: INELIGIBLE APPLICANTS

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of the Policy A body or group that is not based in the Shire of Coorow:

1. An individual or group not directly affiliated with a local community group (unless the funding is for a person representing Western Australia or Australia in any competition);
2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
2. Where external funding as provided for in point 1 above is successful, the grant approved (amount) under this Policy shall be paid to the applicant on receipt of, and up to the value of, paid invoices, statements or receipts;
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such

circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant;

4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant; and
5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
2. Acquittal documents should be completed and submitted within 90 days of project completion;
3. For Community Grants it would be expected that a list of invoices (with copies provided) detailing the eligible expenditure. A short report detailing the outcomes of the funded project would also be expected;
4. In order to receive grant monies, successful applicants are required to invoice the Shire of Coorow up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity.
5. Grant allocations that are not accessed by 30 June 2027 will be forfeited (unless an extension of time has been approved by the Shire CEO); and
6. **Failure** of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	05/06/26		Christel	
Application – written acknowledgement	05/06/26		"	"
Application evaluated				
Application presented to Council				
Applicant notified of outcome				

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Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

Australian Government
Australian Business Register | ABN Lookup

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST). During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.

Thanks for your patience!

Current details for ABN 43 966 273 664

ABN details

Entity name:	COOROW PLAYGROUP
ABN status:	Active from 01 Nov 1999
Entity type:	Other Unincorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6515

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 05 Jun 2000 Record extracted: 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check licenced professional registers here.

Playgroup WA

2026 Insurance Frequently Asked Questions

INTRODUCTION

Playgroup WA (Inc) negotiates on behalf of playgroups and their families, to obtain reasonably priced insurance for you, your child and your playgroup's toys and equipment. The following are some general questions that are often asked. Any incidents which result in injury must be reported to the Playgroup WA head office to be handled by the insurer.

When am I, and the families attending our playgroup, covered by Playgroup WA's insurance?

Playgroup WA has a General Liability insurance policy in place which provides cover for third party personal injury and/or property damage that you are legally liable for in connection with Playgroup's activities. This includes playgroup related travel.

There is a voluntary workers policy in place covering accident insurance when participating in activities or duties as a voluntary worker on behalf of your Playgroup including playgroup related travel. A voluntary worker is split into 2 categories. Category 1 is defined as 'All voluntary workers and registered paying members (including paid carers, grandparents, friends of registered paying members) and trial members of Playgroup.". Category 2 is defined as 'All dependent children of registered paying members and trial members of Playgroup'.

Property and contents insurance for your Playgroup is only included once you have joined/renewed through Playgroup Head Office.

It is important to note that to ensure insurance coverage, all families attending your Playgroup must be financial members of Playgroup WA and your playgroup must be registered with Playgroup WA.

Are visitors covered?

The legal liability of a Playgroup towards bona fide visitors as third parties is covered. This does not mean that families can continue coming to playgroup indefinitely without taking out membership and insurance. Prospective members are provided two free trials and must then take out membership with Playgroup WA to ensure that they are covered by our insurance.

Playgroup WA

What are the amounts of cover?

The benefits available under Playgroup WA's Voluntary Workers policy (injury and accident insurance) varies according to what the injury is, what the Category of the Insured Person is and whether you have private health cover or not.
Note you cannot claim the "gap" between Medicare benefit and the doctor's charge under Playgroup WA insurance cover.

Your Playgroup may also have cover for theft of or damage to property and money, broken glass and fixtures insurance. There are maximum amounts covered for each circumstance as well as maximum amounts payable under the insurance policy. Different excesses apply depending on the type of event that has caused the damage/theft.

If an accident, injury, damage or theft occurs at Playgroup, please contact Playgroup WA's head office immediately for further information.

Our Playgroup meets through the school holidays and some people bring their school age children with them. Are they covered by insurance?
Playgroup WA's policy is that playgroup is for 0-5year old's. It is important to realise that the risks of accident and injury increase with a greater age range of children and greater number of children.
Your playgroup will need to decide if it will allow older children to attend on an occasional basis and what measures will be taken to ensure the safety of all playgroup participants (ie: separate playing area, toys, supervised activities etc.). Playgroups should also NOT introduce higher risk activities to occupy older children.
Voluntary Workers cover extends to cover all dependent children of registered paying members and trial members of Playgroup.

Our Home Playgroup meets in different members' homes each week. Does this pose a problem for insurance?
Recent advice from our insurance broker is that you will only be covered if the playgroup is in the home of a current financial member of Playgroup WA and that non-members' (or expired members') homes will not be covered for playgroup activities.
The event must also be a Playgroup organised event, not just a catch up with some members. Please also take note of your responsibilities to ensure a safe and risk free venue for your playgroup. It is your responsibility as a parent/carer to make sure that the immediate environment is safe and free from danger for your children. Please refer to list of excluded activities noted further below.

What if non-members use our outdoor (or indoor) equipment and toys?

It can sometimes be difficult or impossible to prevent third parties (non-members) from using your property, or property for which you are responsible.

Playgroup WA

We advise you to prominently display notices disclaiming responsibility for any injuries sustained by third parties using your equipment or toys. Equally any notices providing safety information (e.g.: limiting the use of equipment to children over a certain age, size, etc.) should be prominently displayed.

Are we covered for working bees, extra playgroup sessions, fund raising, events or displays?

Yes, as long as it is a recognized normal playgroup activity that all participants can attend and all proceeds / fund raising income is for the Playgroup. If any member is earning personal income, they are deemed a contractor and must have their own insurance. Please note that, if you hire rides or amusements activities for these events, like fun days and picnics etc., you will need to ensure that each of the Third Party Companies have their own Public Liability insurance in place & that a Certificate of Currency confirming their insurance is kept on file.

You are no longer required to complete the Event/Excursion Notification document UNLESS you anticipate attendance of over 500. (note below regarding activities involving water)

Water Activities

Please complete, and forward to Finsura, the event/excursion Notification document for ANY proposed event involving water- based activities or if you are going to be near water (such as park with an open pond, swimming pools, beach, river etc.)

Can Family Day Care Providers and paid carers attend our Playgroup?

Yes. A Family Day Care provider takes out family membership in their name and pays for one family membership. The provider also needs to supply the playgroup with details of those children in their care (names, ages etc.) in the Playgroup Attendance Book and membership system and provide both Playgroup WA & the playgroup a copy of their Family Day Carer registration details.
The children will therefore be covered as part of the Family Day Carer membership.

What happens when an accident occurs at Playgroup?

If an accident does occur, please notify Playgroup WA's head office immediately and complete an incident form. This report form allows you as a playgroup to identify how accidents can be prevented in the future. This form does not constitute a claim for insurance.

The insurance company has special forms for making an insurance claim and these are available from Playgroup WA's head office or from Finsura Insurance Brokers. Once you have completed the form, please submit it through Playgroup WA's head office for forwarding to the insurance company.

Playgroup WA

Excluded Activities (Public & Products Liability Policy):

Whilst the policy contains a broader list of policy exclusions, we would like to draw your attention to the following;

The Policy:

1. Excludes liability for claims arising from the actions or activities of contractors and/or sub contractors.
2. Excludes liability for claims arising from any form of pyrotechnics, activities involving horses (including pony rides) or amusement rides and inflatables.
3. Excludes Stallholders Products Liability.
4. Excludes liability for claims arising from the actions or activities of security personnel.
5. Where the event involves combat sports, it is a condition precedent to indemnity that a currently registered doctor or paramedic is in attendance at all events/bouts.
6. Excluding all liability arising out of the ownership, possession, operation, or use by you or on Your behalf of any Vehicle.
7. It is a condition precedent to indemnity that all elevated staging/seating/scaffolding and temporary buildings are erected and maintained by Third Party Contractors. The Insured must obtain Written evidence that such Contractors have a current Public Liability Insurance Policy for a limit of at least $10,000,000.
8. Liability arising out of or contributed to by any participation in activities involving the use of a jumping castle, trampoline or ball pits conducted by or on behalf of the Insured.

For a full list of exclusions or if you are uncertain if an activity/event is covered, please refer to Playgroup WA head office for forwarding to the insurance brokerage for review.

Please contact Playgroup WA if you have any questions about insurance. We will ask the insurance company for further clarification.

YOUR RESPONSIBILITIES:

Insurance cover can only go so far and it is important to remember that just because you have "insurance" doesn't mean you can be lax about safety &/or security.

Playgroup WA

You are responsible for making sure that the venue or location for your playgroup is safe and free of risks. This means checking for broken equipment, glass, syringes, scalding hazards etc. on a regular basis. These checks should happen before you allow children free range at the venue and need to be done in your regular location or on special excursions. You need to report all incidents and accidents that happen at your playgroup. Even if you don't think much of it at the time, it could be part of an insurance claim in the future.

You must never admit liability. Even if you are convinced that an incident is your entire fault, you may not understand the basis of liability in any particular situation, and it may have a detrimental impact to a later claim.

LEASE AGREEMENTS:

Before you sign a lease or agreement with a playgroup venue, make sure that you are not being asked to take on more responsibility than what your Playgroup is insured for. Playgroup WA's Insurance broker will vet any lease agreements before you sign them, to ensure that you fall within the current scope of insurance provided.

(Insurance information updated for insurances to 31 October 2026)

Playgroup WA

2025/2026 INSURANCE INFORMATION

Playgroup WA Inc. has renewed the following insurances up to 31st October 2026 through our insurance brokers, Finsura Insurance Broking (Australia) Pty Ltd. These covers have been placed with the following Australian licensed insurers:-

- Industrial Special Risks – Miramar Underwriting (Lloyd's of London)
- Broadform Liability – Sportscover Underwriting Agency (Lloyd's of London)
- Voluntary Workers (Personal Accident) – Blend Insurance Solutions (Lloyd's of London)

The advice and information given in this brochure is general in nature and is subject to change.

Specific insurance information and/or advice should be sought from our insurance brokers, Finsura Insurance Broking (Australia) Pty Ltd.

General Insurance and Claims Enquiries

Contact: Alison Ivory – Senior Account Manager

Phone: 02 9899 2999

Email: playgroup@finsura.com.au

Website: www.finsura.com.au

Playgroup WA

Summary of Policies

BELOW IS A SUMMARY OF MAIN POLICIES CURRENTLY HELD BY PLAYGROUP WA COVERING AFFILIATED PLAYGROUPS AND PLAYGROUP ACTIVITIES. IT IS IMPORTANT TO NOTE THAT THIS SUMMARY IS NOT THE POLICY WORDING AND ANY CLARIFICATION REQUIRED SHOULD BE READ IN CONJUNCTION WITH THE OFFICIAL POLICY WORDINGS WHICH WILL BE PROVIDED UPON REQUEST. FOR FURTHER DETAILS, PLEASE CONTACT FINSURA.

1. INDUSTRIAL SPECIAL RISKS

a) **Fire & Perils** – this policy covers amongst other things, loss or damage to Playgroup equipment by fire, explosion, earthquake, lightning, storm & tempest, impact by vehicles & malicious damage. Please refer to Finsura/Playgroup WA admin office for your level of cover. No Flood extension under policy. An excess will apply.

b) **Burglary** – this policy covers loss or damage to Playgroup equipment (including outdoor equipment) as a result of forcible and violent entry to locked premises which is secured and where there is evidence of removal following a loss. Please refer to Finsura/Playgroup WA admin office for your level of cover. An excess will apply.

c) **Money** – this policy covers Playgroup's cash or negotiable instruments up to an amount of $5,000 whilst in transit to and from Playgroup, on premises during business hours, whilst in personal custody or whilst in a locked safe. An excess will apply.

NB: MONEY MUST BE BANKED NEXT BUSINESS DAY.
DO NOT LEAVE CASH IN ANY VEHICLE UNDER ANY CIRCUMSTANCES.
CASH MUST BE SAFEGUARDED AT ALL TIMES.

d) **Glass** – this policy covers all internal & external fixed glass. The Sum Insured is the replacement value of the broken glass. An excess will apply

2. VOLUNTARY WORKERS PERSONAL ACCIDENT

Voluntary Workers

This policy covers voluntary workers. A voluntary worker is split into 2 categories. Category 1 is defined as 'All voluntary workers and registered paying members (including paid carers, grandparents, friends of registered paying members) and trial members of Playgroup.". Category 2 is defined as 'All dependent children of registered paying members and trial members of Playgroup'.

Benefits:

- Benefits (Including Ambulance) up to 100% subject max $2,000, any one
- accident, for expenses incurred as a result of that accident (including non-medical expenses). Excess is $50 each & every claim. Refer to policy schedule for more details.
- Compensation for income earners – 85% of income, up to $500 per week benefit period up to 104 weeks, with a deferment period of 7days.
- Compensation for non-income earners requiring domestic help – 85% of assistance, up to $500 per week, with a deferment period of 7days.

Accidental Death and Permanent Disablement up to $75,000 for adults.
This policy provides cover to dependent children (aged 0 – 18 years) of a Financial Member of the Association.

Benefits:

- Benefits (Including Ambulance) up to 100% subject max $2,000, any one accident, for expenses incurred as a result of that accident (including non-medical expenses). Excess is $50 each & every claim. Refer to policy schedule for more details.

Applies to both Voluntary workers and Children Combined Aggregate Limit of Liability

(a) any one accident or occurrence $1,000,000

(b) Non Scheduled air travel Not Insured

Does Not Cover:
Costs under Medicare and benefits payable under Private Health Funds.

Medicare Gap

It is not possible to claim for the gap **BETWEEN** Medicare rebate and medical practitioner's fee.

- Accidental Death up to $25,000 and Permanent Disablement up to $75,000.

3. PUBLIC LIABILITY / FUN DAYS & SPECIAL EVENTS

This policy will cover the legal liability of Playgroup WA, its affiliated Playgroups and their members (including children) in respect of personal injury and/or property damage to a third party caused by an occurrence in connection with Playgroup activities within Australia. Limit of Liability is $20,000,000 any one occurrence including member to member.

Fun Days & Special Events

Changes to public liability insurance over recent years have increased insurers' concerns about their liability and risk involved with events such as fun days and Christmas parties. We consider these events as standard playgroup activities. However, you will need to notify Finsura and complete specific forms if you anticipate the event attracting more than 500 attendees.

The forms to be completed for Events or Excursion attracting more than 500 attendees:-
Event Questionnaire and a Risks Assessment form, which are available from Playgroup WA Inc. or Finsura. The forms MUST be completed and forwarded to Finsura Insurance Broking (Aust) Pty Ltd no less than 30 days prior to the event.

Note: An additional insurance premium may also be applicable if there are over 1,000 attendees. Email: playgroup@finsura.com.au

Leases & Contractual liability

Prior to signing, please ensure that all Leases are forwarded to Playgroup WA or Finsura for approval by insurers.

The standard PL policy does not cover liability assumed under contract (including lease agreement). If there are any terms in the lease agreement which provides 'hold harmless' or release the Landlord from liability, such terms must be reviewed and subject to insurers' approval. Otherwise, there may be no cover in event of a claim arising and affiliated playgroup may be personally held liable for any claims arising therefrom.

Therefore, it is prudent to forward all leases to Finsura, regardless of whether the lease is signed or not.

Excluded Activities/Subleasing

A Playgroup will need to obtain its own insurance separately for any of the following situations:

- Whenever a group is doing non Playgroup authorised events.
- Whenever the activities are non-standard Playgroup events declined for coverage by the insurer.
- Whenever sub leasing for parties, families, or other. Finsura have an arrangement to assist in these circumstances. Please contact them for further information on how to arrange a separate cover.

Fixed Playgroup Equipment

Affiliated Playgroups are advised not to erect, maintain or repair playground equipment as this should be the responsibility of the owner of the venue. Under no circumstances should new equipment be installed. If Playgroups have, in the past, erected equipment and are now maintaining and repairing this equipment, it is EXTREMELY IMPORTANT that only qualified and insured tradespeople, who have specialist experience in the area, are engaged for this work. There are Australian Standards that apply to such equipment and it is important that the equipment remain compliant.

Important Information and Special Notes

SPECIAL EVENTS, FUN DAYS & EXCURSIONS

Most events run by affiliated Playgroups and which are endorsed by Playgroup WA are covered. However, you are required to fill out an Excursion or Event Questionnaire & notify Finsura should the event exceed 500 or more people. You will also be required to provide us with a Risk Management Plan.

All affiliated playgroups must maintain a maximum ratio of one (1) adult to five (5) children at all times during Playgroup events or excursions. But for excursions or events, in or near water, please see below.

In or near Water

Any outing involving swimming, in-water or activities near water such as beach, swimming pool or pond must be notified to Finsura by email. Acceptance will need to be granted by Insurer for any water play.

Hired Equipment

Owners / Operators of items hired for use at affiliated Playgroup activity (such as but not limited to rides, jumping castles, trampolines, etc.) must have their own public liability cover – minimum $20,000,000. Written proof of this cover, i.e. a current Certificate of Currency, must be obtained from the owners/operators and saved by the Playgroup. For Jumping Castles & or Trampolines, the operator's employee must be in attendance at all times during its operation.
30 days' notice is required.

NOTE: Purchase of jumping castle or trampolines

Playgroups are strongly discouraged from owning jumping castles &/or trampolines due to inherent risk of injury and associated liability in the event of collapse &/or mishandling. There is no insurance cover if an affiliated playgroup decides to purchase such equipment.

Cover is excluded for all trampolines, jumping castles and ball pits.

Please contact Finsura if you need further clarification.

Contractors/Suppliers/Stallholders

All contractors/suppliers/stallholders **must** have their own public liability cover – minimum $20,000,000.
Written proof of this cover, i.e. a current Certificate of Currency must be obtained from contractors/suppliers/stallholders and retained by the Playgroup. This applies to financial members holding stalls at playgroup events unless all their proceeds are donated to playgroup.

Safety

Where an affiliated playgroup feels that safety may be at risk due to the condition of the premises including its equipment, it should advise Playgroup WA Inc. immediately as well as providing a letter to the owner of the premises outlining

the situation and requesting immediate action to remedy the problem. In some cases, owner may require photo(s) of the defects or issues. It is prudent for all affiliated playgroups to check the premises/facility regularly.

Meetings and Newsletters

To protect the Association members' insurers' interests, affiliated Playgroups must **NOT** provide any insurance information other than the official Insurance Information Leaflet, which is available from the Association. In addition, please check with the Association for any information on insurance updates.

Responsibility

Parents/carers have a duty of care to all members of the public, including children, whilst attending playgroup sessions & activities.

All efforts should be made to avoid situations where an accident can occur or it can be proven your actions are negligent.

Parents/carers are fully responsible for the safety and discipline of their own children and/or those in their care and they should take all necessary steps to ensure accidents do not happen. Children should be supervised at all times. Supervision of children should always be by a specific, responsible adult who has agreed with the parents to take care of the child. Childminding is not a part of Playgroup: it is the duty of all individuals to ensure they protect the children in their care from injury. Members should be aware that they are not permitted by law to hit another person's child. Action by children or adults which may place the group or Association in a liable situation cannot be permitted and every effort should be made to ensure that this situation does not occur.

Common Issues for Playgroup Claims

Personal Accident claims

All affiliated Playgroups should note that these claims are paid according to policy terms and limits-
the benefits payable are always capped at certain amounts. The main problem that occurs is that in the event of an accident members try to claim for medical bills. All services that attract a Medicare benefit are not claimable under your cover. This applies even where a medical provider charges over the schedule fee. Bills from providers such as physiotherapists and dentists would be covered normally after any private health fund benefit has been claimed.

Public Liability claims

Affiliated Playgroups should try to get forms signed by all members. This should stand as a form of "waiver" against most liability claims. This is a good risks management practice. Unlike Personal Accident claims, Liability claims are strictly negligence based so it is vital that Playgroups never admit liability if an accusation of negligence is raised after an incident. All incidents at playgroup should be reported promptly to your coordinator & Playgroup WA Head office or as soon as reasonably practical to Finsura using the Incident Report form.

Property Damage claims

Please notify any potential loss immediately as delays in notification can prejudice a claim.
When completing a claim form check all relevant sections are completed - Important-please clearly write what payee name is to appear on any cheque payment from your insurer. Otherwise all payments will be paid to "Playgroup WA".

Affiliated Playgroups should all keep an inventory of items they own and any purchase receipts or user manuals where applicable. Lodging claim forms without proof of ownership inevitably delays or reduces claim settlements.

Always submit new quotes for replacement items as costs may have increased since the item was purchased.

All burglary and malicious damage claims should be reported to the police who normally give an event/incident number.

Please note that the policy does have an excess that varies depending on the type of loss.

NOTE: Theft of property (including money) in open air is not covered, so ensure any money box is kept in a locked cabinet or drawer.

Affiliated Playgroups are required to take all reasonable precautions to prevent loss or damage to property insured.

All Affiliated Playgroups should be claiming only for items that they own or are clearly responsible for under a lease. Actual damage to structures or fittings owned by a landlord should normally be claimed under the landlord's own insurance.

Playgroup WA

Further Information

For any further assistance contact Playgroup WA Inc directly.

For further specific insurance information and advice please contact Finsura Insurance.

NOTE: This summary is not the policy wording and any clarification required should be read in conjunction with the policy wording. Please contact Finsura for further details.

Active underwriting specialists

CERTIFICATE OF CURRENCY

CERTIFICATE NO. 89889

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

Name of Insured:	**PLAYGROUP WA INC & AFFILIATED PLAYGROUPS**
Cover:	Public Liability: $20,000,000 any one occurrence Products Liability: $20,000,000 any one occurrence and in the aggregate (For The Business of Playgroup Association only)
Sport/Business:	Playgroup Association
Excess:	As per policy schedule.
Period of Insurance:	31/10/2025 **to** 31/10/2026
Underwriter:	Certain Underwriters at Lloyd`s led by QBE Underwriting Limited, Syndicate 386 & HDI Global Specialty SE-Australia under contract number B1750L250503 & SCA/PL/2025 respectively
Policy Number:	PMEL99/0126447
Territorial Scope:	Worldwide
Jurisdictional Limits:	Commonwealth of Australia and New Zealand

For full terms, conditions and exclusions please refer to Your Policy Wording version Active_Liability_Policy_Wording_05.25

DISCOVER AUSTRALIA PTY. LTD. A.C.N. 005 852 906

John Torcasio
Senior Underwriter

MANAGER

30/10/2025

DATE

Active underwriting specialists

• Melbourne • Sydney • London

Claims: 1300 134 956 | Office: +61 (0)3 8562 9100

Email: info@activeuw.com | Post: Locked Bag 6003, Wheelers Hill, VIC 3150

Activeuw.com

Shire of Coorow Community Grant 26/27: Coorow Playgroup Quotes



Folding Kids Picnic Table and Bench Set with 2 CM Thick Fir Wood Top for Boys and Girls

Item No: 10427389

Try new Costway products for FREE! See Available Trials

$105.95

$5 OFF over $75 $10 OFF over $150 $20 OFF over $250 $30 OFF over $3[illegible] Got Now >

Log in for 108 PTS per Purchase. Log in

Delivers in 2-5 business days

Fast Shipping to: 3029 - TRUGANINA

or 4 interest-free payments of $26.49 with afterpay

Check Shipping Fee: Go

Colour Black



1 Add to Cart

Worry-Free Delivery available with see!



Similar Items >



ON SALE

JBL

JBL Charge 6 Portable Bluetooth Speaker (Black)

4.6 (23) Write a review

MODEL: 6458387 SKU: 8123171

TICKET $229 $185 $44 OFF

afterpay zip PayPal

Log in to see if you have coupons.

Colour



Black

Similar Items >





ON SALE

Shark

Shark IZ102 Cordless Vacuum with Self Cleaning Brushroll

4.2 (198) Write a review

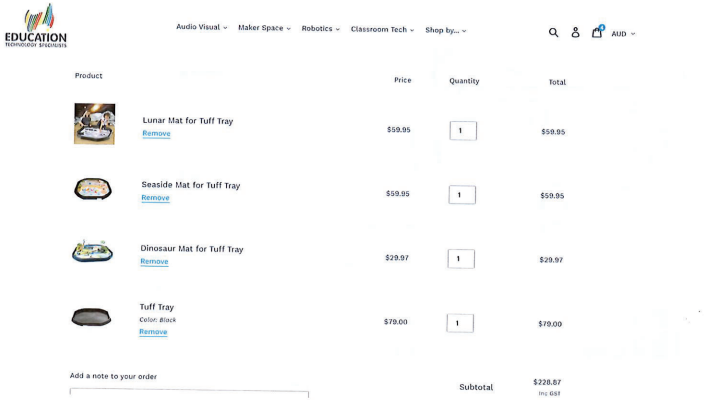
MODEL: IZ102 SKU: 5319359

TICKET $229 $199 $20 OFF

afterpay zip PayPal

Log in to see if you have coupons.

Add to cart



EDUCATION TECHNOLOGY SPECIALISTS

Audio Visual Maker Space Robotics Classroom Tech Shop by... AUD

Product	Price	Quantity	Total
Lunar Mat for Tuff Tray Remove	$59.95	1	$59.95
Seaside Mat for Tuff Tray Remove	$59.95	1	$59.95
Dinosaur Mat for Tuff Tray Remove	$29.97	1	$29.97
Tuff Tray Color: Black Remove	$79.00	1	$79.00

Add a note to your order

Subtotal $228.87 Inc GST

Sensory Tray; $70 for consumables to use on the trays- small animals, vehicles, sand, rice, pasta, pebbles, tongs, spoons etc.



Marketplace Shop Costway

Costway Climb Playset 5 in 1 Slide Set Triangle Frame

$209.95

SKU: P_10067323

Online only

Add to bag

Sold and shipped by Costway

Delivery Arrives by Fri 19 Jun

Delivery to 6018

Standard delivery $75.90

Arrives by Fri 19 Jun


HART Cartwheel/Beam Double Sided Mat
SKU: 10-519
Warehouse Availability: In Stock
$305.00 Incl GST
Quantity:
1
ADD TO CART
HART
TESTED TO AS 4422:2016

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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

05 MAY 2026

Application Form

Section A: APPLICANTS DETAILS

Organisation Name:	COOROW PRIMARY SCHOOL PARENTS AND CITIZENS ASSOC		
Is your organisation not- for-profit?	Yes ☑ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☑ No ☐
What is your Organisation Background? (Aims, Numbers of Member, History)			
Do you have Public Liability Insurance?	Yes ☐ No ☑		

Section B: CONTACT DETAILS

Name of Applicant:	JENNIFER BIRCH				
Position:	SECRETARY				
Address:	2660 WADDY FOREST RD	Suburb:	COOROW	Postcode:	6515
Postal Address:	PO BOX 1	Suburb:	COOROW	Postcode:	6515
Mobile Number:	0431963809.	Work:			
Email Address:	coorowpandc@gmail.com	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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☑ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	31517367911
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☐ No ☑

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
COOROW PRIMARY SCHOOL P&C	633 000	141395244

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

Section E: PROJECT DETAILS

Project/Activity Name:	SENIOR CLASSROOM WINDOW BLINDS		
Project Location:	COOROW PRIMARY SCHOOL		
Who owns or controls the location where the project is to be located:	DEPARTMENT OF EDUCATION, WA		
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):	Last year blinds were installed on the north-side windows of the senior classroom at Coorow Primary School. It has since been identified that blinds are required to be installed on the windows on the south side of the classroom for the reasons outlined in the section below citing benefits of this project		
Expected Project Commencement Date		Expected Project Completion Date	
Are you working with any other community groups or businesses in delivery of this project / event?	Yes ☐ No ☑		
How will the community benefit from your project/activity?	The senior classroom is a heavily utilised learning space, used daily by senior students and regularly for whole-school activities, assemblies and presentations. The room's large windows on the south side allow significant amounts of sunlight to enter, creating glare which limits the effective use of digital technologies including interactive displays, projectors and other visual learning tools. In addition to the challenges caused by glare, the classroom is exposed to external distractions. Coorow experiences large numbers of corella cockatoos, whose noise can be disruptive during teaching and learning activities. The installation of blinds will provide an additional layer of sound absorption, helping to reduce noise impacts within the classroom. The blinds will also support the school's commitment to inclusive education. Some students, particularly neurodiverse learners, can be sensitive to visual movement and activity occurring outside classroom windows. The ability to partially or fully adjust the blinds will allow staff to better manage the learning environment, reducing distractions and supporting student focus, engagement and wellbeing.		
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	NO		
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	The staff and parents at Coorow Primary school have been consulted and have requested this project.		

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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Section F: BUDGET

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

Total Project / Activities Cost	$1,254
Amount requested from Council	$1,254
Do you require any in-kind support component from Council?	Yes ☐ No ☑
Has your organisation/group received financial support from Council in the past? YES If yes, provide details of when and how much? 2023/24 $5000 grant	

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Supply & install	$1040				
Travel	$100				
TOTAL	$1254				

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
WE WILL ACKNOWLEDGE THE SHIRE THROUGH OUR SCHOOL COMMUNICATION CHANNELS - FACEBOOK, NEWSLETTER, ASSEMBLY, END OF YEAR AWARDS PRESENTATION.

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: J Birch	Date: 05/06/2026
Applicant's Name: JENNIFER BIRCH	
Position in Organisation/Group: SECRETARY	
Name of Organisation/Group: COOROW PRIMARY SCHOOL P & C	
Witness' Signature: Shelley Birch.	Date: 05/06/2026
Witness' Name: SHELLEY BIRCH	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☑
ABN details provided	☑
Written quotes for works/services attached	☑
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☑
Application has been signed by an authorised person	☑
Any other supporting documentation is attached (if applicable)	☑

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

Coorow Administration Centre
22-28 Main Street, Coorow WA 6615
Email: admin@coorow.wa.gov.au
Leeman Administration Centre
20 Morcombe Road, Leeman WA 6514
Phone: (08) 9952 0100

Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
2. Applications must be received by **4.00pm on Friday 5th June 2026**, late applications will not be considered;
3. Applicants can request funding of up to $5,000 from Council per grant round.
4. The project must take place within the financial year, unless an extension of time is approved by Council;
5. Approval must be obtained from Council for any significant change to the project;
6. The applicant must acknowledge Council's support in its advertising or publicity of the project;
7. Wherever possible, promotional material must include the Shire's logo;
8. Each project is to be considered on its merits and an allocation made in the Budget for that specific project/activity within the constraints of the Budget;
9. Organisations/groups will be advised of the outcome of their application in August annually or on adoption of Budget;
10. The project/activity will be run under the auspices of the applicant if you are not incorporated; and
11. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
3. Capacity within the group to successfully undertake the project / requirements in the application;
4. Does the project / application represent value for money;
5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
6. Other fundraising activities for the event or project are encouraged as is granted contribution and will be well received through the assessment process.

Section L: INELIGIBLE PROJECTS / ITEMS

The following will not be funded unless approved by Council:

1. Projects / applications that have already commenced (funding cannot be retrospective);
2. Projects / applications that are not based within the Shire of Coorow;
3. Projects / applications that duplicate an existing or similar project / service within the community;
4. Projects / applications that benefits an individual;
5. Alcohol;
6. Contributions to interstate or overseas travel; and
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

MD MAINTENANCE AND GLASS

QUOTE

Coorow P&C

Date
4 Jun 2026

Expiry
4 Jul 2026

Quote Number
QU-0980

ABN
27 881 696 675

MD Maintenance & Glass
125 Melbourne Street
MOORA WA 6510
0428 578 308

Description	Quantity	Unit Price	GST	Amount AUD
Supply and fit Blockout roller blinds in Bancoora fabric range to classroom	4.00	260.00	10%	1,040.00
Travel (approx)	1.00	100.00	10%	100.00
			Subtotal	1,140.00
			TOTAL GST 10%	114.00
			TOTAL AUD	**1,254.00**

Terms

Quotes expire after 30 days

Quotes do not include travel unless stated otherwise

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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 M: INELIGIBLE APPLICANTS

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of the Policy A body or group that is not based in the Shire of Coorow:

1. An individual or group not directly affiliated with a local community group (unless the funding is for a person representing Western Australia or Australia in any competition);
2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
2. Where external funding as provided for in point 1 above is successful, the grant approved (amount) under this Policy shall be paid to the applicant on receipt of, and up to the value of, paid invoices, statements or receipts;
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant;
4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant; and
5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
2. Acquittal documents should be completed and submitted within 90 days of project completion;
3. For Community Grants it would be expected that a list of invoices (with copies provided) detailing the eligible expenditure. A short report detailing the outcomes of the funded project would also be expected;
4. In order to receive grant monies, successful applicants are required to invoice the Shire of Coorow up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity;
5. Grant allocations that are not accessed by 30 June 2027 will be forfeited (unless an extension of time has been approved by the Shire CEO); and
6. **Failure** of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	5/6/26		Amysted	
Application – written acknowledgement	5/6/26		"	
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

I certify that this is a true copy of the original document. Dated 28-04-2022

Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Consumer Protection

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0034412W

Certificate of Incorporation

This is to certify that

COOROW PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED

is an association incorporated under the *Associations Incorporation Act 2015*

The date of incorporation is the twenty first day of January 2000

Gary Newcombe
Commissioner for Consumer Protection

CERTIFICATE

Australian Government Australian Business Register | **ABN Lookup**

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST). During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.

Thanks for your patience!

Current details for ABN 31 517 367 911

ABN details

Entity name:	COOROW P & C ASSOC INC
ABN status:	Active from 01 Nov 1999
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6515

Australian Charities and Not-for-profits Commission (ACNC)

COOROW P & C ASSOC INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Charity tax concession status

COOROW P & C ASSOC INC is a Charity endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Rebate	01 Jul 2005
Income Tax Exemption	01 Jul 2000

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 09 Apr 2019 **Record extracted:** 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check licenced professional registers here.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Email: 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		
Is your organisation not- for-profit?	Yes ☑ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☐ No ☑
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 11 members.		
Do you have Public Liability Insurance?	Yes ☐ No ☑		

Section B: CONTACT DETAILS

Name of Applicant:	Ceri Evans				
Position:	Co-Chair				
Address:	216 Ocean View Drive	Suburb:	Green Head	Postcode:	6514
Postal Address:	As above	Suburb:		Postcode:	
Mobile Number:	0488 787459	Work:			
Email Address:	cerievans1@hotmail.com	Website:			

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:	dceo@coorow.wa.gov.au	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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☐ No ☑
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 ☐ No ☑

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027
Coorow Administration Centre
22-26 Main Street, Coorow WA 6515
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Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Section E: PROJECT DETAILS

Project/Activity Name:	Instalation of grass to Ocean View Park, Green Head
Project Location:	Ocean View Road, Green Head, WA, 6514
Who owns or controls the location where the project is to be located:	Shire of Coorow

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):

Ocean View Park is a project that the Green Head Coastcare group have been developing in collaboration with the Shire of Coorow over an extended period. The proposed design for the park includes a grassed picnic area intended for the enjoyment of both for visitors and locals alike. An artists impression of the park has been attached, identifying the designated area, which measures approximately 160m2. Preparation of the site will involve the removal of excess sand, the addition of suitable soil, and the installation of turf. Kikuyu has been identified as the most suitable grass species for these purposes. On-going maintenance of the grass, including watering and mowing, will be undertaken by local residents, neighbouring the park, who have generously volunteered their time and resources.

Expected Project Commencement Date	August 2026	Expected Project Completion Date	Sept 2026

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

How will the community benefit from your project/activity?

The park is already a well utilised community space, regularly enjoyed by both locals and visitors. Its playground and excellent scooter/bike tracks around the park are a significant attraction for families, while the bbq facilities are frequently used for social gatherings including birthday parties. Upon completion, Ocean View Park will be a valuable asset to the town, providing an additional public open space in the southern part of Green Head. The inclusion of a grassed picnic area will further enhance the park's appeal, encouraging visitors to bring picnics, relax and play with kids on the grass. The park also provides an excellent alternative to the beach as well as a convenient location for meals following visits to nearby South Beach.

Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attsch copies of these applications.*	Yes, this project has been endorsed previously by the Shire of Coorow, who are supportive of the attached planting Plan artist illustration for this park.
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	Many informal conversations with locals have taken place over a number of years as this project has been in the planning stage. All neighbours and residents are supportive of the work we have done so far.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Leeman Administration Centre
20 Morcombe Road, Leeman WA 6514

Section F: BUDGET

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

Total Project / Activities Cost	$ 3856.59
Amount requested from Council	$ 3856 - 59
Do you require any in-kind support component from Council?	Yes ☑ No ☐
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much?	Yes, in kind support for Three Bays Walkway and the group received a quick grant from the Shire of Coorow in 2024 for assistance in purchasing a drone and the osprey nest sign.

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		Source In-kind Support	Shire In-kind Support Requested
		Amount	Funding Source		
What the funding is to be spent on.	Proposed grant expenditure from the Shire of Coorow Community 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.
JV & J Read	$308.00				
Vari-skilled	$1348.59				
Geraldton Turf Farm	$2200				
TOTAL	$3856.59				
TOTAL					

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Leeman Administration Centre
20 Morcombe Road, Leeman WA 6514

Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
With the Shire of Coorow's approval, we intend on acknowledging then through inclusion of their logo on a plaque at the park. We would also be happy to use social media posts and the local newspapers (Snag Island News and Green Head Matters) to acknowledge the Shire's support and assistance.

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:	[signature]	Date:	5th June 2026
Applicant's Name:	Ceri Evans		
Position in Organisation/Group:	Co-Chair		
Name of Organisation/Group:	Green Head Coastcare		
Witness' Signature:	[signature]	Date:	5th June 2026
Witness' Name:	DARREN CONNELL		

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☐ N/A
ABN details provided	☐ N/A
Written quotes for works/services attached	☑
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐ N/A
Application has been signed by an authorised person	☑
Any other supporting documentation is attached (if applicable)	☑

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

Coorow Administration Centre
22-28 Main Street, Coorow WA 6515
Leeman Administration Centre
20 Morcombe Road, Leeman WA 6514
Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
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7. Wherever possible, promotional material must include the Shire's logo;
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Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
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5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
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5. Alcohol;
6. Contributions to interstate or overseas travel; and
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SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	5/6/26		Amsden	
Application – written acknowledgement	5/6/26		JC	
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

Estimate #000291

Quote

Plush Lawn Soil Conditioner 50/50* $1,153.26

($192.21 ea.) × 6
For use under new lawns, apply 20 to 30mm over existing soil and mix in. To improve soil, spread 50mm over existing soil and dig in well to a depth of 200mm. Water in well. Add to poor quality soil to improve soil condition. Excellent under new lawns and can also be used for top dressing. Mix with existing soil and then plant straight into. It is recommended only to use for natives if they are established plants.
Cubic Metre supply lawn soil mix to Greenhead Coastcare.

Delivery to Greenhead* $72.73

Subtotal $1,225.99

GST $122.60

Total $1,348.59

(*) Taxable Item

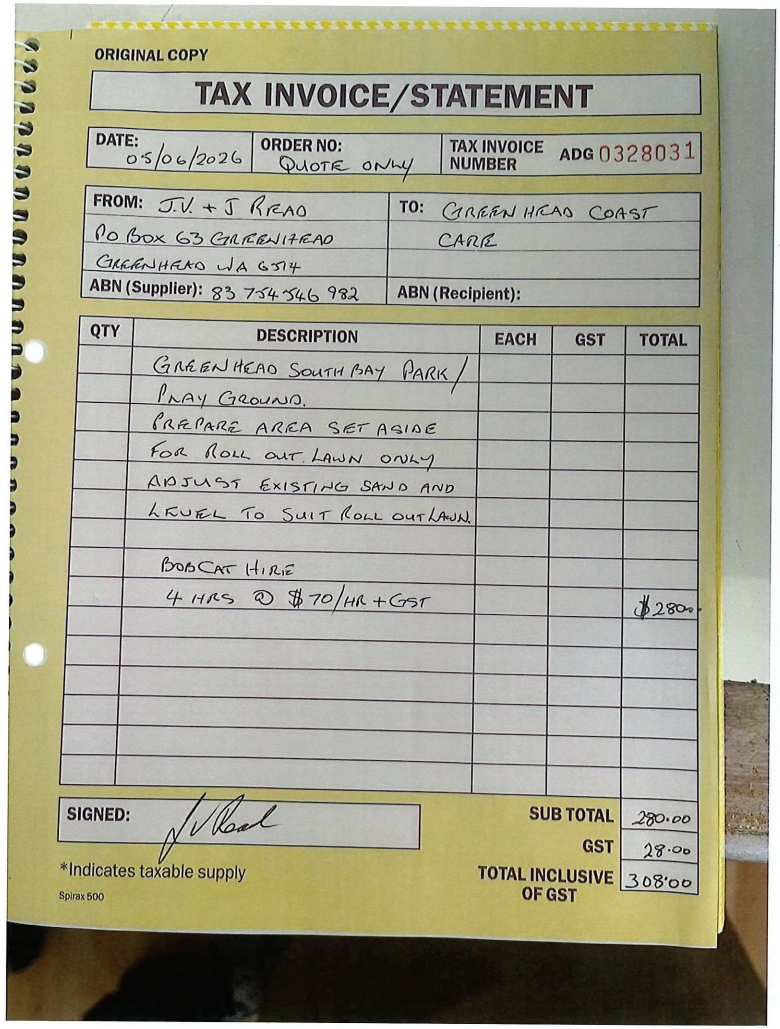
Accept

Vari-Skilled
10 Zircon St
Jurien Bay, WA 6516
juriensteel@icloud.com
+61 8 6608 1822

ABN 74150131913

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Square Privacy Policy | Security | Cookie preferences



ORIGINAL COPY

TAX INVOICE/STATEMENT

DATE:	ORDER NO:	TAX INVOICE NUMBER
05/06/2026	QUOTE ONLY	ADG 0328031

FROM:	TO:
J.V. + J READ	GREEN HEAD COAST CARE
PO BOX 63 GREENHEAD	
GREENHEAD WA 6514	
ABN (Supplier): 83 754 546 982	ABN (Recipient):

QTY	DESCRIPTION	EACH	GST	TOTAL
	GREEN HEAD SOUTH BAY PARK / PLAY GROUND. PREPARE AREA SET ASIDE FOR ROLL OUT LAWN ONLY ADJUST EXISTING SAND AND LEVEL TO SUIT ROLL OUT LAWN			
	BOBCAT HIRE			
	4 HRS @ $70/HR + GST			$280.00

SIGNED: J V Read

SUB TOTAL	280.00
GST	28.00
TOTAL INCLUSIVE OF GST	308.00

*Indicates taxable supply

Spirax 500

04/06/2026, 23:34 Re: Contact 2 got a new submission - Ceri Evans - Outlook

Outlook

Re: Contact 2 got a new submission

From Doug Bown - Geraldton Turf Farm <enquiries@geraldtonturffarm.com>
Date Fri 5/06/2026 12:46 PM
To cerievans1@hotmail.com <cerievans1@hotmail.com>

Hi
160 m2 winter green and delivery $2200

Get Outlook for iOS

From: Geraldton Turf Farm <notifications@wix-forms.com>
Sent: Friday, 05 June 2026 10:34:57
To: Doug Bown - Geraldton Turf Farm <enquiries@geraldtonturffarm.com>
Subject: Contact 2 got a new submission

Can't see this message? View in browser

A site visitor just submitted your form Contact 2 on Geraldton Turf Farm

Submission summary:

Name:
Ceri Evans

Email:
cerievans1@hotmail.com

Subject:
Wintergreen turf

Message:
Hi, Im looking for 160m2 of wintergreen turf to be supplied and delivered to Green Head. Id be very grateful if you could supply me with a written quote for this.

Unfortunately, I have been let down by another company at the last minute and if at all possible I need the quote today. Apologies for the short notice.

Many thanks
Ceri

If you think this submission is suspicious, report it as spam.

This email was sent as a notification from this site.

SHIRE OF COOROW

Phone (08) 9952 0100
Email admin@coorow.wa.gov.au
Website coorow.wa.gov.au

Contact: Christel van den Heever
Your Ref:
Our Ref: Int 2w36 FA 544 / Adm 0645

Ceri Evans
Green Head Coastcare
C/-Post Office
Green Head WA, 6514

05 May 2026

RE: AUSPICE SUPPORT – INSTALLATION OF GRASS TO OCEAN VIEW PARK GREEN HEAD

The Shire of Coorow is pleased to confirm its support as the auspicing organisation for the Green Head Coastcare Installation of Grass to Ocean View Park Green Head.

Through this partnership, the Shire will assist with the administrative and financial management of the project on behalf of Green Head Coastcare. The Shire recognises the importance of this initiative in promoting environmental awareness, enhancing visitor education, and protecting our unique coastal environment.

The Shire has been proud to support this project in previous years through financial contributions and in-kind assistance. While budget constraints have limited the Shire's capacity to provide further funding support for the final stage of the project, we remain committed to assisting Green Head Coastcare through this auspice arrangement and by supporting the successful delivery of the project outcomes.

We commend Green Head Coastcare for its continued dedication to preserving and improving the region's natural assets and are proud to support this valuable community-led project. The proposed signage replacement will contribute to the long-term conservation of the coastal environment while providing residents and visitors with important educational information about the area's natural values and responsible environmental stewardship.

Should you require any further information or documentation regarding this auspice arrangement, please do not hesitate to contact the Shire's Community, Tourism and Economic Development Officer, Shiona Herbert, on (08) 9952 0100 or via cdo@coorow.wa.gov.au.

Yours sincerely,

MAxfield

MIA MAXFIELD
CHIEF EXECUTIVE OFFICER

COOROW OFFICE
PO Box 42 Coorow, WA 6515

LEEMAN OFFICE
PO Box 238 Leeman, WA 6514

ALWAYS IN SEASON

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

Application Form

04 MAY 2026

Section A: APPLICANTS DETAILS

Organisation Name:	GREEN HEAD Community Association		
Is your organisation not- for-profit?	Yes ☑ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☑ No ☐
What is your Organisation Background? (Aims, Numbers of Member, History)	Est 1990. Aim is to complete projects initiated by GH Community, to make our town vibrant & inclusive place to live. Active members 24		
Do you have Public Liability Insurance?	Yes ☐ No ☑		

Section B: CONTACT DETAILS

Name of Applicant:	William Kenworthy				
Position:	Treasurer				
Address:	56 Oceanview Dr	Suburb:	Greenhead	Postcode:	6514
Postal Address:	PO Box 62	Suburb:	Greenhead	Postcode:	6514
Mobile Number:	0428 527013	Work:			
Email Address:	bkenworthy45@gmail.com	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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☑ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	25 616 861 188
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☐ No ☑

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Greenhead Community Assoc Inc	633-000	134597396

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Section E: PROJECT DETAILS

Project/Activity Name: GHCA's Wider Community - Senior Events			
Project Location: G.H. Community Centre, National Parks, Local Cafes Who owns or controls the location where the project is to be located: Coorow Shire Council			
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): Bus Hire - Trip to National Parks. Drop In Centre - Morning tea, Craft Equipment, Office Stationery. GH Markets x 3 times at Community Centre. Senior Xmas Lunch Supplies, entertainment. Community Xmas Party at G.H. Community Centre. Food + raffle prizes etc. Bingo mornings x 4. Garden supplies for outside the G.H. Community Centre. Seasonal Walk for Dementia Awareness			
Expected Project Commencement Date	July 2026	Expected Project Completion Date	June 2027
Are you working with any other community groups or businesses in delivery of this project / event? Yes ☑ No ☐			
How will the community benefit from your project/activity? Guest Speakers from Dementia Assoc. to speak to our Community community connection by promoting active engagement for mental health in the Community GHCA provides the opportunity for our Community to showcase their skills + talents to the weekly drop in gathering.			
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	No		
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	Community Meetings held at the G.H. Community Centre		

SHIRE OF COOROW

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Section F: BUDGET

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

Total Project / Activities Cost	$ 6,000
Amount requested from Council	$ 5,000
Do you require any in-kind support component from Council?	Yes ☐ No ☑
Has your organisation/group received financial support from Council in the past? YES If yes, provide details of when and how much? $5000 2025	

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Bus Hire	900				
Drop In Centre	500				
Morning Tea	300				
G.H Market x3	1200				
Garden Supplies	200				
Seniors Xmas	600				
Com Xmas	600				
Bingo	200				
Dementia.	500				
TOTAL	$5000				

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Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
GHCA Facebook page acknowledging the Shire of Coorow for their contribution to GHCA by their logo on posters etc. Inviting Councillors & Staff to our events.

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: W K R.	Date: 3/6/2026
Applicant's Name: WILLIAM KENNWORTHY	
Position in Organisation/Group: TREASURER.	
Name of Organisation/Group: GREEN HEAD COMMUNITY ASS INC.	
Witness' Signature: M Terrill	Date: 3/6/2026
Witness' Name: MYLIE TERRILL SECRETARY.	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☑
ABN details provided	☑
Written quotes for works/services attached	☐
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐
Application has been signed by an authorised person	☑
Any other supporting documentation is attached (if applicable)	☐

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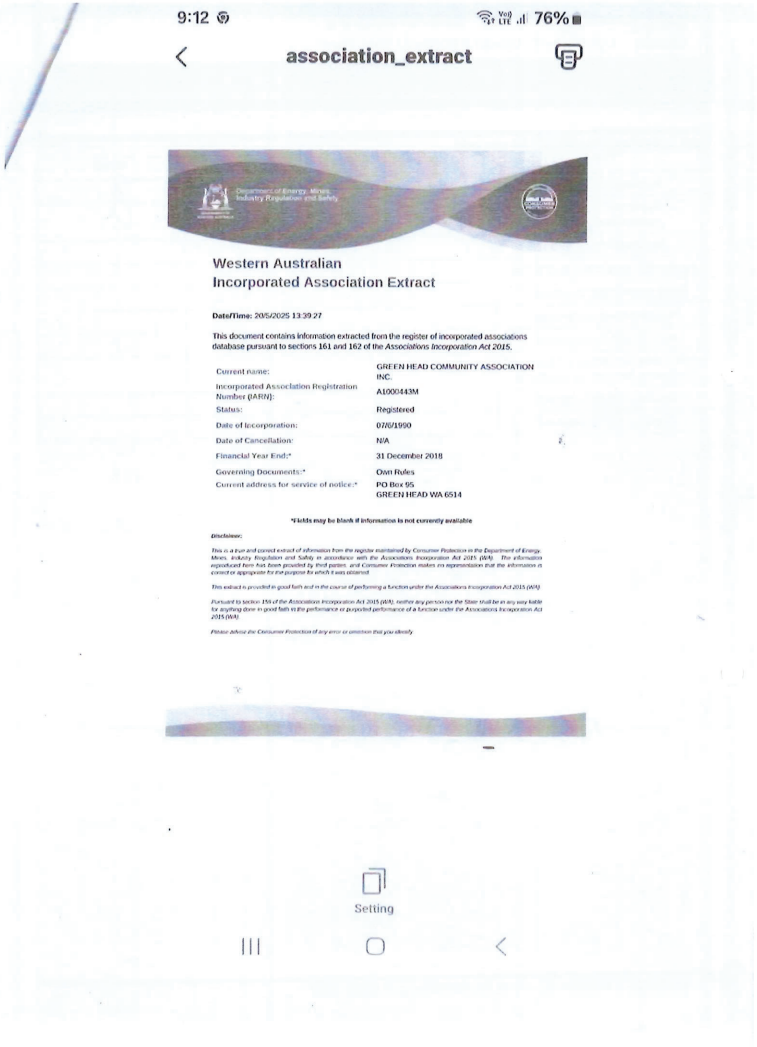
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Shire of Coorow Checklist *(Office use only)*

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Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				



Australian Government | Australian Business Register | **ABN Lookup**

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST). During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.

Thanks for your patience!

Current details for ABN 25 616 861 188

ABN details

Entity name:	GREEN HEAD COMMUNITY ASSOCIATION INC.
ABN status:	Active from 11 Jun 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6514

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 23 Jun 2004 **Record extracted:** 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check licenced professional registers here.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Phone: (08) 9952 0100

Application Form

02 MAY 2026

Section A: APPLICANTS DETAILS

Organisation Name:	Leeman Primary School Parents & Citizens Association Inc.		
Is your organisation not- for-profit?	Yes ☑ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☑ No ☐
What is your Organisation Background? (Aims, Numbers of Member, History)	The Leeman Primary School P&C is dedicated to supporting the education needs of students by providing and assisting in the acquisition of essential equipment for Leeman Primary School. We have 11 members, and have been operational since 1971.		
Do you have Public Liability Insurance?	Yes ☑ No ☐		

Section B: CONTACT DETAILS

Name of Applicant:	Kate Zimmermann				
Position:	P&C President				
Address:	10 Spencer Street	Suburb:	Leeman	Postcode:	6514
Postal Address:	PO Box 135	Suburb:	Leeman	Postcode:	6514
Mobile Number:	0409 293 376	Work:	9953 3100		
Email Address:	leemanschoolp.c@gmail.com	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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☑ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	59 736 776 150
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☐ No ☑

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Leeman Primary School P&C	633 000	138 159 652

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

Section E: PROJECT DETAILS

Project/Activity Name: Nature Playground			
Project Location: Leeman Primary School Who owns or controls the location where the project is to be located: Leeman Primary School - Department of Education			
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):			
Please see additional page.			
Expected Project Commencement Date	August 2026	Expected Project Completion Date	December 2026
Are you working with any other community groups or businesses in delivery of this project / event? Yes ☒ No ☐			
How will the community benefit from your project/activity?			
The project will deliver meaningful benefits to both the school and wider community by creating a shared space that supports wellbeing, connection, and active lifestyles. The nature-based playground will provide a safe, engaging environment where children can develop physically, socially, and emotionally through play, exploration, and collaboration. Beyond the school day, the upgraded space will be available for families and community members to access and enjoy, encouraging outdoor activity and strengthening community ties. The inclusion of natural elements and open-ended play features fosters creativity and resilience, while also promoting environmental awareness and appreciation of the natural surroundings. Importantly, the project has already brought the community together through fundraising efforts and will continue to do so by inviting local businesses and community members to contribute. This shared investment builds a sense of pride and ownership, ensuring the space is valued and well cared for into the future. Overall, the project enhances local infrastructure, supports child development, and creates a welcoming, inclusive space that benefits students, families, and the broader Leeman and Green Head communities.			
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	No		
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	Not applicable		

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

Section F: BUDGET

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

Total Project / Activities Cost	$53,250
Amount requested from Council	$5,000
Do you require any in-kind support component from Council?	Yes ☒ No ☐
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much? Shire Community Grant 23/24 $4,940.90, 24/25 $5,000, 25/26 $5,000	

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Nature Playground	$5,000	$48,000	Grants, fundraising	$250	Unconfirmed - assistance with sourcing and relocating tree logs and large limestone rocks
TOTAL					

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
The Shire's contribution will be acknowledged in the school newsletter and advertised in the local newspaper: Snag Island News. Recognition will also be given through the school and P&C Facebook pages, Leeman PS website and at a school assembly.

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: KZ Zimmermann.	Date: 26.5.26
Applicant's Name: Kate Zimmermann	
Position in Organisation/Group: P&C President	
Name of Organisation/Group: Leeman Primary School Parents & C itizens Association	
Witness' Signature:	Date: 26.5.2026
Witness' Name: Naomi Shipway	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☒
ABN details provided	☒
Written quotes for works/services attached	☒
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☒
Application has been signed by an authorised person	☒
Any other supporting documentation is attached (if applicable)	☐

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
2. Applications must be received by **4.00pm on Friday 5th June 2026**, late applications will not be considered;
3. Applicants can request funding of up to $5,000 from Council per grant round.
4. The project must take place within the financial year, unless an extension of time is approved by Council;
5. Approval must be obtained from Council for any significant change to the project;
6. The applicant must acknowledge Council's support in its advertising or publicity of the project;
7. Wherever possible, promotional material must include the Shire's logo;
8. Each project is to be considered on its merits and an allocation made in the Budget for that specific project/activity within the constraints of the Budget;
9. Organisations/groups will be advised of the outcome of their application in August annually or on adoption of Budget;
10. The project/activity will be run under the auspices of the applicant if you are not incorporated; and
11. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
3. Capacity within the group to successfully undertake the project / requirements in the application;
4. Does the project / application represent value for money;
5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
6. Other fundraising activities for the event or project are encouraged as is granted contribution and will be well received through the assessment process.

Section L: INELIGIBLE PROJECTS / ITEMS

The following will not be funded unless approved by Council:

1. Projects / applications that have already commenced (funding cannot be retrospective);
2. Projects / applications that are not based within the Shire of Coorow;
3. Projects / applications that duplicate an existing or similar project / service within the community;
4. Projects / applications that benefits an individual;
5. Alcohol;
6. Contributions to interstate or overseas travel; and
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

Section M: INELIGIBLE APPLICANTS

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of the Policy A body or group that is not based in the Shire of Coorow:

1. An individual or group not directly affiliated with a local community group (unless the funding is for a person representing Western Australia or Australia in any competition);
2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
2. Where external funding as provided for in point 1 above is successful, the grant approved (amount) under this Policy shall be paid to the applicant on receipt of, and up to the value of, paid invoices, statements or receipts;
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant;
4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant; and
5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
2. Acquittal documents should be completed and submitted within 90 days of project completion;
3. For Community Grants it would be expected that a list of invoices (with copies provided) detailing the eligible expenditure. A short report detailing the outcomes of the funded project would also be expected;
4. In order to receive grant monies, successful applicants are required to invoice the Shire of Coorow up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity.
5. Grant allocations that are not accessed by 30 June 2027 will be forfeited (unless an extension of time has been approved by the Shire CEO); and
6. **Failure** of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

Coorow Administration Centre
22-28 Main Street, Coorow WA 6515
Leeman Administration Centre
20 Morcomba Road, Leeman WA 6514
Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	21/6/26		Christel	
Application – written acknowledgement	5/6/26		11	
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

OFFICIAL

Shire of Coorow – Community Grant Program 2026/2027

Leeman Primary School is seeking financial support to deliver Phase 1 of a new nature-based playground—an exciting initiative aimed at enhancing student wellbeing, creativity, and physical development.

This initial stage will transform an underutilised outdoor space into an engaging, nature-rich environment that encourages exploration, imaginative play, and hands-on learning. Planned works include relocating the existing swings to create a safer and more functional layout, installing a timber bridge to support creative play, and introducing a mud kitchen and water play station to foster sensory experiences and collaborative problem-solving.

To further support physical challenge and the development of gross motor skills, Phase 1 will also incorporate monkey bars and climbing logs set at varying heights, along with appropriate softfall and groundworks to ensure safety and accessibility for all students.

The school community has been actively fundraising towards a $53,000 target for this project and $5,000is seeking additional grant funding to help bring this vision to life. Local businesses and community members are also being invited to contribute through donations, strengthening shared ownership and community pride.

This project represents an important step in creating a vibrant outdoor learning environment that reflects the school's commitment to hands-on learning and community wellbeing. Funding support will enable Leeman Primary School to commence this transformation and provide students from Leeman and Green Head with a dynamic, nature-rich space that will support their growth and development for many years to come.

I certify that this is a true copy of the original document. Dated 07-03-2025

Department of Energy, Mines, Industry Regulation and Safety

GOVERNMENT OF WESTERN AUSTRALIA

CONSUMER PROTECTION

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0820845E

Replacement Certificate of Incorporation

CERTIFICATE

This is to certify that

LEEMAN PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED

is an association incorporated under the *Associations Incorporation Act 2015*

The date of incorporation is the fourth day of April 1984

Patricia Blake
Commissioner for Consumer Protection

This replacement certificate is issued on the 07/03/2025

Nature Based Play
serving the needs of children

NATURE BASED PLAY PTY LTD
ABN: 78 607 451 516

11/05/2026

1 REES ST, O'CONNOR WA 6163
(08) 9331 2997

info@naturebasedplay.com.au
www.naturebasedplay.com.au

Mini Monkey Bar

Re: Leeman PS Design Concept

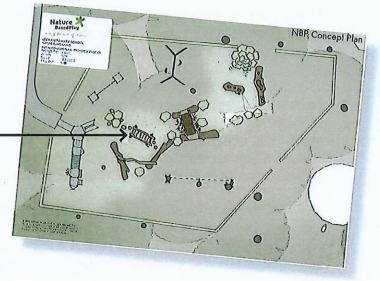
Attn Evelyn Rosenthal
Principal, Leeman PS

While we have provided lump sum pricing for the Nature Playground proposal.
We can provide an individual supply and install cost for the Mini Monkey Bar of $7000+gst.
This price assumes we are already on site to complete the other project works

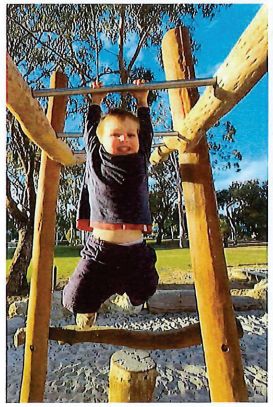
Kind regards,
Angus Moore

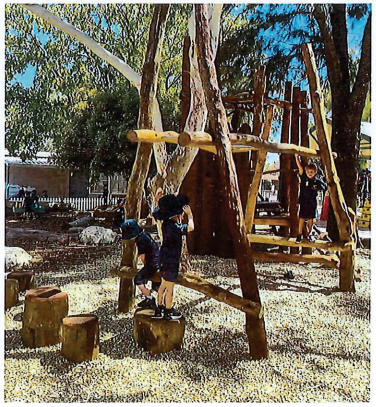
M Arch
Managing Director || Design
Nature Based Play

NBP Mini Monkey
Select Timber Frame approx 1800mm tall
Timber step rails to allow access
Stainless steel bars approx 350mm spacing (crooked)
Item cost: $7000+gst



The example images below are supplied as reference of style/character.
Our designs are often unique to projects, and with the use of organic materials each piece we create varies slightly to make use of the timbers inherent natural character.





LEEMAN PRIMARY SCHOOL
NATURE PLAYGROUND
INITIAL CONCEPT - SCOPE OF WORKS
PROJECT LEAD: ANGUS
DRAWN: RJBY
REV 02 19/1/2026
1:100 @A3 N↑
THIS IS INTENDED AS A COMMUNITY COLLABORATIVE PROJECT
LEEMAN PS HAS PROPOSED THE COMMUNITY MAY BE ABLE TO PROVIDE:
REMOVAL/DISPOSAL OF EXISTING EQUIPMENT
SWINGSET TO BE RETAINED FOR RENSIAL BY NBP
NBP TEAM ACCOMMODATION & FOOD
FOR DURATION OF STAY (1 WEEK - MON-FRI)
PLUMBING:
TEE OFF FROM MAINS TAP TO NORTH.
INSTALL REMOVABLE TAPHEAD
OTHER CONTRIBUTIONS TO BE DETERMINED:
ROCK/SAND SUPPLY TRENCH TO WATERPLAY MOUND?
NBP SCOPE WILL BE ADJUSTED TO MAXIMISE WHAT CAN BE ACHIEVED WITH AVAILABLE BUDGET AND COMMUNITY CONTRIBUTIONS
EXISTING
BALANCE LOG
EXISTING
STEP THROUGH LOG
TIMBER STEPPERS
MINI MONKEY
NBP FAIRY BRIDGE
EXISTING
EXISTING RELOCATED
CARVED BOWLS
MUD KITCHEN
WATERPLAY ROCK MOUND
SCOPE OF WORKS
PRELIMINARIES:
- MOBILISATION AND COORDINATION
- OHS AND SAFETY PLANNING
- SITE PREPARATION
- SITE FENCING
- DEMO AND DISPOSAL*
- RELOCATE EXISTING SWINGS*
SURFACES:
- RIVER SAND
Full back existing Sand, Top up in Melt Zone
300mm average depth
PLANTING
- NATIVE SHRUB PLANTING
No reticulation allowance
NBP LANDSCAPE INSTALL:
24x SELECT GROUND ROCKS
WA Limestone 500kg+ up to 1m across
Includes Rocks for Waterplay Mound
1x WATER PLAY CARVING
5x GROUND LOGS
Select Logs 2x3.5m 400mm@+
2x with Carved Flat
BALANCING LOGS
1x with CARVED BOWLS
Select Log 2.5m+ x 150mm@+
7x TIMBER STEPPERS
Select Stumps various heights (<500mm) x 250mm@+
NBP BESPOKE ITEMS:
1x NBP MINI MONKEY
1x NBP FAIRY BRIDGE
1x NBP MUD KITCHEN
NOTES:
- NBP WILL ATTEMPT TO RELOCATE EXISTING SWINGS. CARE WILL BE TAKEN WITH REMOVAL BUT CANNOT GUARANTEE CONDITION SUITABLE FOR REINSTALL
- ALL SELECT TIMBERS TO BE FROM NBP SPECIES LIST. [WHERE HARDWOODS ARE/OR TO CHOOSE INDIGENOUS DURABLY] DEBARKED WITH SHARPS GROUND AND SANDED BACK. SUSTAINABLY SOURCED AND SUITABLY AGED
- MIN 2mm CHAMFER ON ENDS
- ALL ROCKS TO BE WA LIMESTONE BOULDERS. 500kg+ UP TO 1m ACROSS.
EXTREME SHARPS GROUND BACK.
Nature Based Play
Bringing the nature to children
© 2026 NATURE BASED PLAY. All rights reserved. This design is the intellectual property of Nature Based Play and is protected by copyright. Unauthorised reproduction, distribution or use in any form whatsoever is prohibited.

OFFICIAL
Leeman Primary School
LEARN, GROW, SUCCEED
(08) 9953 3100
Leeman.PS@education.wa.edu.au
10 Spencer St, Leeman WA 6514
leemanps.wa.edu.au
25th May 2026
2026/2027 Shire of Coorow Community Grant Program
I am writing in support of the application submitted by the Leeman Primary School Parents and Citizens Association Inc (P&C) for funding of $5,000 towards the Phase 1 development of a nature playground at our school.
The proposed nature playground will provide significant educational, social and wellbeing benefits for our students and wider community. Nature-based play encourages creativity, problem-solving, collaboration, physical activity and positive risk-taking, while also supporting children's emotional regulation and connection to the environment. These opportunities are particularly valuable in a small regional school setting, where outdoor spaces play an important role in daily learning and engagement.
Our P&C has demonstrated an ongoing commitment to enhancing opportunities for students and supporting school improvement initiatives. This project reflects a shared vision between the school and school community to create an inclusive, engaging and sustainable outdoor environment that supports both structured learning and unstructured play.
The funding would assist in establishing a high-quality space using natural elements and materials that will encourage imaginative play and connection with the local environment. The nature playground will be utilised across year levels and integrated into classroom learning, wellbeing initiatives and community activities.
This project has strong support from staff, students, families and community members, and we are confident it will have lasting positive impacts for many years to come.
Thank you for considering this application and supporting initiatives that enhance outcomes and opportunities for children in our community.
Yours sincerely,
Evelyn Rosenthal
Principal

Australian Government
Australian Business Register

ABN Lookup

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST). During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.
Thanks for your patience!

Current details for ABN 59 736 776 150

ABN details

Entity name:	LEEMAN PRIMARY SCHOOL P & C ASSOC INC
ABN status:	Active from 01 Nov 1999
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6514

Australian Charities and Not-for-profits Commission (ACNC)

LEEMAN PRIMARY SCHOOL P & C ASSOC INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Charity tax concession status

LEEMAN PRIMARY SCHOOL P & C ASSOC INC is a Charity endorsed to access the following tax concessions:

Tax concession	From
Income Tax Exemption	11 Aug 2016

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 30 May 2025 **Record extracted:** 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity

for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check licenced professional registers here.

SHIRE OF COOROW

COOROW COMMUNITY GRANT PROGRAM 2026/2027

Shire of Coorow Administration Office
22 Elizabeth Street, Coorow WA 6515
PO Box 14, Coorow WA 6515
Email: info@coorow.wa.gov.au Phone: (08) 9952 1000

Application Form

02 MAY 2026

Section A: APPLICANTS DETAILS

Organisation Name:	Leeman and Green Head Seniors Bus Trips.		
Is your organisation not- for-profit?	Yes ☑ No ☒	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☐ No ☑
What is your Organisation Background? (Aims, Numbers of Member, History)	The Seniors bus trip group provides a long-standing monthly transport service to Geraldton for local seniors. The service has operated for more than forty years, originally funded by the Eneabba Mining Company, and for the past fifteen years by the Coorow Shire. The group aims to ensure seniors maintain access to essential services, shopping, medical appointments and importantly social connection.		
Do you have Public Liability Insurance?	Yes ☐ No ☑		

Section B: CONTACT DETAILS

Name of Applicant:	Ainslie Maeda				
Position:	Representative participant and regular traveller on the bus.				
Address:	5 Farley St	Suburb:	Green Head	Postcode:	6514
Postal Address:	PO Box 74	Suburb:	Green Head	Postcode:	6514
Mobile Number:	0409925580	Work:			
Email Address:	ainsliemaeda@gmail.com	Website:			

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

Organisation name:	Leeman Country and Sporting Club				
Contact Name:	Darren McTaggart				
Position:	President				
Address:	Ruddock St	Suburb:	Leeman	Postcode:	6514
Postal Address:	PO Box 147	Suburb:	Leeman	Postcode:	6514
Mobile Number:		Work:	(08) 99531041		
Email Address:	leemanclub@outlook.com	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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☑ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	73469068868
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☑ No ☐

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Leeman Country and Sporting Club Inc	633 000	2093711004

SHIRE OF COOROW
COOROW COMMUNITY GRANT PROGRAM 2026/2027
Shire of Coorow Administration Office
22 Elizabeth Street, Coorow WA 6515
PO Box 14, Coorow WA 6515
Email: info@coorow.wa.gov.au Phone: (08) 9952 1000

Section E: PROJECT DETAILS

Project/Activity Name:	Leeman & Green Head Seniors Monthly Bus		
Project Location:	Leeman to Geraldton and return		
Who owns or controls the location where the project is to be located:	n/a		
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):			
This project delivers a monthly bus service from Leeman to Geraldton for seniors in our community. Our volunteer driver contributes his time. Funding will support the cost of the bus hire.			
Expected Project Commencement Date	July 2026	Expected Project Completion Date	June 2027
Are you working with any other community groups or businesses in delivery of this project / event? Yes ☐ No ☑			
How will the community benefit from your project/activity?			
This service provides vital access to services, shopping, medical appointments and social opportunies for seniors - most of whom are over 80, and some very, very close to 90. They are not able to drive to Geraldton - either due to frailty or they do not possess a drivers license. Passengers use the trip for medical appointments, shopping at stores not available locally, and social outings such as the cinerma, hairdresser or lunch with friends. The program helps to reduce social isolation. The passengers really enjoy the company, and look forward to the next trip.			

Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	No
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	Ongoing informal consultation occurs through regular feedback from passengers, who consistantly express strong support for the continuation of the service.

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

Total Project / Activities Cost	$ 3500.00
Amount requested from Council	$ 3500.00
Do you require any in-kind support component from Council?	Yes ☐ No ☑
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much?	We received $3500 in the last round of funding.

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Bus trips	$3500			$250 per trip as voluntary drivers hours, totalling $3000	
TOTAL	$3500			$3000	

Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
The Shire will be acknowledged verbally to all passengers and community members. If funding is approved, a written acknowledgent will be submitted for publication in the local "Snag Island News" and "Green Head Matters" newsletter. Additional recognition will be provided through community networks and conversations.

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: A Maeda	Date: 02/05/26
Applicant's Name: Ainslie Maeda	
Position in Organisation/Group: Traveller on the bus.	
Name of Organisation/Group: Leeman & Green Head Seniors Bus Trips	
Witness' Signature: L.J. Quantock	Date: 02.06.2026
Witness' Name: LEONIE JOY QUANTOCK.	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☑
ABN details provided	☑
Written quotes for works/services attached	☐ N/A
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐ N/A
Application has been signed by an authorised person	☐
Any other supporting documentation is attached (if applicable)	☐

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

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

Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
2. Applications must be received by **4.00pm on Friday 5th June 2026**, late applications will not be considered;
3. Applicants can request funding of up to $5,000 from Council per grant round.
4. The project must take place within the financial year, unless an extension of time is approved by Council;
5. Approval must be obtained from Council for any significant change to the project;
6. The applicant must acknowledge Council's support in its advertising or publicity of the project;
7. Wherever possible, promotional material must include the Shire's logo;
8. Each project is to be considered on its merits and an allocation made in the Budget for that specific project/activity within the constraints of the Budget;
9. Organisations/groups will be advised of the outcome of their application in August annually or on adoption of Budget;
10. The project/activity will be run under the auspices of the applicant if you are not incorporated; and
11. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
3. Capacity within the group to successfully undertake the project / requirements in the application;
4. Does the project / application represent value for money;
5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
6. Other fundraising activities for the event or project are encouraged as is granted contribution and will be well received through the assessment process.

Section L: INELIGIBLE PROJECTS / ITEMS

The following will not be funded unless approved by Council:

1. Projects / applications that have already commenced (funding cannot be retrospective);
2. Projects / applications that are not based within the Shire of Coorow;
3. Projects / applications that duplicate an existing or similar project / service within the community;
4. Projects / applications that benefits an individual;
5. Alcohol;
6. Contributions to interstate or overseas travel; and
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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20 Morcombe Road, Leeman WA 6514
Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Section M: INELIGIBLE APPLICANTS

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of the Policy A body or group that is not based in the Shire of Coorow:

1. An individual or group not directly affiliated with a local community group (unless the funding is for a person representing Western Australia or Australia in any competition);
2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
2. Where external funding as provided for in point 1 above is successful, the grant approved (amount) under this Policy shall be paid to the applicant on receipt of, and up to the value of, paid invoices, statements or receipts;
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant;
4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant; and
5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
2. Acquittal documents should be completed and submitted within 90 days of project completion;
3. For Community Grants it would be expected that a list of invoices (with copies provided) detailing the eligible expenditure. A short report detailing the outcomes of the funded project would also be expected;
4. In order to receive grant monies, successful applicants are required to invoice the Shire of Coorow up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity;
5. Grant allocations that are not accessed by 30 June 2027 will be forfeited (unless an extension of time has been approved by the Shire CEO); and
6. **Failure** of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

Coorow Administration Centre
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Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	02/06/26		Christel	CL
Application – written acknowledgement	05/06/26		JL	JL
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

certify that this is a true copy of the original document Dated 27-03-2026

Department of Energy, Mines, Industry Regulation and Safety

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0720042R

Certificate of Incorporation

This is to certify that

LEEMAN COUNTRY AND SPORTING CLUB INC.

is an association incorporated under the *Associations Incorporation Act 2015*

The date of incorporation is the eighth day of May 1972

Patricia Blake
Commissioner for Consumer Protection

CERTIFICATE

Australian Government | Australian Business Register | **ABN Lookup**

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST). During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.

Thanks for your patience!

Current details for ABN 73 469 068 868

ABN details

Entity name:	LEEMAN COUNTRY & SPORTING CLUB (INC)
ABN status:	Active from 16 Jun 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	WA 6514

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 01 Jul 2000 Record extracted: 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check licenced professional registers here.

Leeman Country & Sporting Club (Inc.)
PO Box 147, Leeman WA 6514
Cnr Rudduck and Nairn Streets, Leeman WA 6514
Phone: 9953 1041 Fax: 9953 1216
Email: leemanclub@wn.com.au

To Whom it may Concern

RE: **AUSPICE SUPPORT – LEEMAN AND GREEN HEAD SENIORS BUS TRIPS**

The Leeman Country and Sporting Club (LCSC) is pleased to confirm its support as the auspicing organisation for the Leeman and Green Head Seniors Bus Trips.

Through this partnership, the LCSC will assist with the administrative support of receiving grant finance, bus hire, the volunteer bus driver, and insurance costs.

We recognise the importance of this initiative in promoting social connectivity, health and wellbeing, and transportation of Seniors to Geraldton.

Yours sincerely,

Penny Dobney
Club Treasurer

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

Application Form

12 MAY 2026 RECEIVED

Section A: APPLICANTS DETAILS

Organisation Name:	CATHOLIC CHURCH LEEMAN		
Is your organisation not- for-profit?	Yes ☑ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☐ No ☑
What is your Organisation Background? (Aims, Numbers of Member, History)	The church was built in 1992. About six people come to MASS sometimes tourists too.		
Do you have Public Liability Insurance?	Yes ☑ No ☐		

Section B: CONTACT DETAILS

Name of Applicant:	STEVEN JAMES CASEY				
Position:	PARISH PRIEST				
Address:	164 ST LEANDER DR	Suburb:	ST DENISON	Postcode:	6525.
Postal Address:	PO BOX 182	Suburb:	DONGARA	Postcode:	6525.
Mobile Number:	0427088359	Work:	SAME		
Email Address:	dongara@geraldtoncatholic.org.	Website:			

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

Organisation name:	ROMAN CATHOLIC BISHOP OF GERALDTON				
Contact Name:	BISHOP MICHAEL MORRISSEY				
Position:	BISHOP OF GERALDTON				
Address:	7 MAITLAND STREET	Suburb:	GERALDTON	Postcode:	6530
Postal Address:	P.O. BOX 46	Suburb:	GERALDTON	Postcode:	6531
Mobile Number:		Work:	08. 9921 3221		
Email Address:		Website:	www.geraldtondiocese.org.au		

**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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☑	No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	99439845406	
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☑	No ☐

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
LEEMAN PARISH	086-006	777426641

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

Section E: PROJECT DETAILS

Project/Activity Name:	WATER BORE AT CATHOLIC CHURCH IN LEEMAN		
Project Location:	24 MORCOMBE ROAD, LEEMAN, WA.		
Who owns or controls the location where the project is to be located:	ROMAN CATHOLIC BISHOP OF GERALDTON		
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):	The bore that provides water for the church garden has run dry and we need to deepen the bore. The gardens around the church are maintained by volunteers.		
Expected Project Commencement Date	01-06-26	Expected Project Completion Date	31-12-26
Are you working with any other community groups or businesses in delivery of this project / event? Yes ☐ No ☑			
How will the community benefit from your project/activity?	If the bore worked we will be able to properly water the church gardens in Leeman during the Summer months. The town of Leeman will look much nicer on Morcombe Street if the gardens are kept up.		
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	No.		
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	I have discussed this with the people who come to Church.		

Notes - We expect the project to cost in excess of $5,000 but we are waiting for a quote from Dongara Drilling & Electrical. Although the Dongara & Leeman churches are one combined parish the two churches maintain entirely separate bank accounts, independantly of each other.

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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

Section F: BUDGET

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

Total Project / Activities Cost	in excess of $ $5,000 (TBC) PENDING QUOTE
Amount requested from Council	$ 5,000
Do you require any in-kind support component from Council?	Yes ☐ No ☑
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much?	NO.

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
BORE UPGRADE	$5,000	BALANCE	PARISH	N/A	N/A
TOTAL					

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
YES. IN THE CHURCH BULLETIN, WEBSITE OF THE DIOCESE OF GERALDTON + ON THE CHURCH NOTICE BOARD.

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: 2/06/2026
Applicant's Name:	STEVEN JAMES CASEY
Position in Organisation/Group:	PARISH PRIEST.
Name of Organisation/Group:	CATHOLIC CHURCH LEEMAN - DONGARA
Witness' Signature:	Date: 2.06.2026
Witness' Name:	TRICIA ROGERS

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☑
ABN details provided	☑
Written quotes for works/services attached	☐
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐
Application has been signed by an authorised person	☑
Any other supporting documentation is attached (if applicable)	☐

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 or, cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

Coorow Administration Centre
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Leeman Administration Centre
20 Hercombe Road, Leeman WA 6514
Email: admin@coorow.wa.gov.au Phone: (08) 9952 0100

Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

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Section L: INELIGIBLE PROJECTS / ITEMS

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5. Alcohol;
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SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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Section M: INELIGIBLE APPLICANTS

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2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
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Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
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SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Leeman Administration Centre
20 Marcomba Road, Leeman WA 6514
Phone: (08) 6952 0100

Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	5/6/26		Christel	CA
Application – written acknowledgement	5/6/26		11	11
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

Australian Government
Australian Business Register

ABN Lookup

Historical details for ABN 99 439 845 406

ABN details

Entity name	From	To
THE ROMAN CATHOLIC BISHOP OF GERALDTON DONGARA PARISH	25 Nov 2019	(current)
THE ROMAN CATHOLIC BISHOP OF GERALDTON DONGARA PA RISH	07 May 2000	25 Nov 2019

ABN Status	From	To
Active	01 Nov 1999	(current)

Entity type

Other Unincorporated Entity

Good & Services Tax (GST)	From	To
Registered	01 Jul 2000	(current)

Main business location	From	To
WA 6525	25 Nov 2019	(current)
WA 6525	16 Sep 2015	25 Nov 2019
WA 6525	23 Jul 2015	16 Sep 2015
WA 6525	11 Jan 2014	23 Jul 2015
WA 6525	07 May 2000	11 Jan 2014

Australian Charities and Not-for-profits Commission (ACNC)

ACNC registration	From	To
Registered as a charity view ACNC registration	03 Dec 2012	(current)

Trading name(s)

The ABR stopped collecting and updating trading names in May 2012. Businesses now register their business name on the Business Names Register. To learn more visit the ASIC website.

Trading name	From	To
CATHOLIC PARISH OF DONGARA	07 May 2000	(current)

Charity tax concession status

Charity/ Fund type	From	To
Charity	01 Jul 2000	(current)

Tax concessions	From	To
GST Concession	01 Jul 2005	(current)
FBT Rebate	01 Jul 2005	(current)
Income Tax Exemption	01 Jul 2000	(current)

Deductible gift recipient status

Not entitled to receive tax deductible gifts

Australian Government
Australian Business Register

ABN Lookup

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ABN last updated: 27 Nov 2019 **Page** 2 of 2 **Record extracted:** 21 May 2026

THE ROMAN CATHOLIC BISHOP OF GERALDTON DONGARA PARISH ANNUAL INFORMATION STATEMENT 2024

← Back to Financials & Documents

Annual Information Statement 2024

Legal name:
The Roman Catholic Bishop Of Geraldton Dongara Parish

ABN:
99439845406

About the charity

Website:
geraldtondiocese.org.au

Charity size:
Small

Is the charity an incorporated association?:
No

Does the Charity intend to fundraise in the next reporting period?:
No

Is the charity a Basic Religious Charity?:
Yes

Charity programs

Dongara Parish

Program classification:
Catholicism

Program locations:
Dongara WA, Australia
Leeman WA, Australia

Program beneficiaries:
General community in Australia

Description of the charity's activities and outcomes:
The Dongara parish provides Mass for it's parishioners each week. The priest in residence also provides pastoral care to those in the Dongara area including prayer groups and providing other religious services as required such as confession, communion, confirmation, weddings, funerals. In this way the Dongara Parish is able to achieve it's purpose of providing religious activities for members of the community.

Human resources

Human resources:
Full time employees: 1
Part time employees: 0
Casual employees: 0
Full-time equivalent staff (FTE): 1.00
Estimated number of volunteers: 9

Annual report

Note: If you want to see the financial report or annual report that this charity has submitted, go back to Financials & Documents

Our Lady Star of the Sea Parish

Our Lady Star of the Sea Church, Dongara WA
Mary Queen of Peace Church, Leeman WA

Parish Pastoral Council Constitution

Financial Reporting

Note: Basic Religious Charities are not required to provide financial information and non-government schools that participate in our reporting arrangement with the Department of Education will have their most recent financial information published at a later date.

Our Lady Star of the Sea Parish

Dongara and Leeman

Parish Pastoral Council Constitution

There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different ways in different people, it is the same God who is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose.

1Corinthians 12:4-7

Mission of the Parish Pastoral Council

Our Lady Star of the Sea Parish includes the churches of Our Lady Star of the Sea, Dongara and Mary Queen of Peace, Leeman and is a community of Christ's faithful established within the Diocese of Geraldton, whose pastoral care, under the authority of the Bishop of Geraldton, is entrusted to the Parish Administrator as its proper pastor.

In this parish community of Christ's faithful,

> The laity should accustom themselves to working in the parish in close union with their priests, bringing to the church community their own and the world's problems as well as questions concerning human salvation, all of which should be examined and resolved by common deliberation. As far as possible, the laity ought to collaborate energetically in every apostolic and missionary undertaking sponsored by their local parish. (Vatican II Apostolate of the Laity, para 10)

The Parish Pastoral Council is a representative body of the whole parish, priests, religious and laity, working together to form a Christian community, which seeks out and responds to the spiritual and material needs of all God's people. A parish council, therefore, should be truly 'pastoral', and reflect a sharing of responsibility for the Church's mission, so that the Church in this particular place and time may more fully reflect the presence of Christ.

The Role and Function of the Parish Pastoral Council

The Parish Pastoral Council is a consultative body and as such has the right to provide wise advice and constructive assessments to the parish priest. It is to be involved in prudent policy making, goal planning, setting of objectives and regular evaluation of the parish's endeavours to achieve them, for the furtherance of Christian life and mission within the parish.

Canon law requires the setting up of a separate Parish Finance Committee. The Parish Pastoral Council will be required to dialogue and collaborate with that committee where necessary in fulfilling the mission of the parish.

In carrying out its role the Parish Pastoral Council will provide for the education and formation of parish councillors and the parish in understanding the role of the council within the mission of the Church.

Objectives of the Parish Pastoral Council

1. To endeavour to involve the whole of the parish in the mission of the Church in the world.
2. To promote and encourage the Christian formation and education of the parish community, and the means to achieve this.
3. To affirm and support the Christian vocation of all members of the parish community.
4. To support and develop the community life and worship of the parish.
5. To seek out, discern and respond where appropriate to the pastoral needs of people in the parish and beyond.
6. To have a sense of overview that fosters and supports parish life and mission, and to initiate new services where necessary.
7. To promote communication between all members, sectors and organisations of the parish and wider community.
8. To develop a sense of Church beyond parish BOUNDARIES AND TO STIMULATE A Christian response to both local and global issues.

9. Where necessary, to support and work with diocesan organisations.
10. Prepare the parish for the future, particularly through providing opportunities for the future leaders of the parish to emerge and to be trained.

Parish Pastoral Council Membership

1. The council shall consist of:
    i. The parish priest and his assistant clergy
    ii. A representative of the pastoral workers specifically serving the parish
    iii. Six elected parishioners to represent the parish
    iv. Such parishioners as may be co-opted by the parish priest and council provided that the number co-opted shall not exceed the number of elected members.
2. People who are active members of the Church community and have reached the age of 18 years are eligible for election.
3. Membership of the council shall be for a period of two years. Any retiring member may be re-elected provided he/she has not served for more than six consecutive years. On completion of six years' service, a retiring member may again be eligible after a lapse of one year. Should the position of an elected member become vacant, the council shall have the power to appoint a replacement until the next election.
4. Any member of the council may resign by giving written notice of intention to the secretary and the resignation shall operate from its acceptance by the council. Any member of the council who, without giving adequate reason is absent from three consecutive meetings, is automatically excluded from the council.

Parish Pastoral Council Meetings

1. The parish priest is ex-officio the president of the council.
2. Council members shall elect their own chairperson, vice-chairperson and secretary. They may hold office for no longer than two years.

3. The council shall normally meet once a month, or as often as necessary.
4. Sub-committees may be appointed as required, to which any other people may be co-opted. These groups report to the council.
5. Where possible, outcomes of meetings should be published in the parish bulletin.

Parish Annual General Meeting

The annual general meeting of parishioners should be held in August of each year. The agenda should be fixed and include the chairperson's report, the parish priests report, a finance report and the election of new members.

Western Australia

Roman Catholic Geraldton Church Property Act 1925

Western Australia

Roman Catholic Geraldton Church Property Act 1925

CONTENTS

1. Short title 1
2. Interpretation 1
3. Certain property vested in Bishop of Geraldton 1
4. Bishop of Geraldton to be a corporation sole 2
5. Power to mortgage 2
6. Purchasers, etc., protected from certain irregularities 2
7. Land titles, registration and fees 3

The Schedule hereto:

Notes

Compilation table 5

Western Australia

Roman Catholic Geraldton Church Property Act 1925

An Act to vest in the Roman Catholic Bishop of Geraldton land and other property belonging to the Diocese of Geraldton, and for other relative purposes.

1. Short title

This Act may be cited as the *Roman Catholic Geraldton Church Property Act 1925* [1].

2. Interpretation

In this Act the word ***Property*** includes property of every kind whatsoever, both legal and equitable, real and personal, and choses in action.

3. Certain property vested in Bishop of Geraldton

The lands comprised in the instruments of title set out in the schedule hereto, and all other property now or hereafter belonging to the Diocese of the Roman Catholic Church known as the Diocese of Geraldton, or vested in any person as trustee on account of the said Church in the said Diocese (including all lands the property of such Church standing in the name of the late William Bernard Kelly, the late Roman Catholic Bishop of Geraldton, or in the name of Richard Ryan, the present Roman Catholic Bishop of Geraldton), shall, by virtue hereof, vest absolutely in the Roman Catholic Bishop for the time being of the said Diocese, and his successors in office, subject to all trusts and dispositions respectively affecting the same.

Extract from www.slp.wa.gov.au, see that website for further information

4. Bishop of Geraldton to be a corporation sole

For the purposes of this Act the said Bishop for the time being shall be a corporation sole, by the name of "The Roman Catholic Bishop of Geraldton," with perpetual succession and a common seal, and by and in that name may sue and be sued, and shall have power to purchase, take, and hold property, and (subject to the trusts and dispositions aforesaid) to sell, mortgage, lease, or dispose of any property hereby vested, and may, in respect of any real or leasehold property vested, exercise all powers conferred on the Bishop for the time being administering the ecclesiastical affairs of the Roman Catholic Church of Western Australia, and his successors in office, by the *Roman Catholic Church Lands Act 1895*.

5. Power to mortgage

In addition to the powers of mortgaging contained in the said *Roman Catholic Church Lands Act 1895*, it shall be lawful for the said the Roman Catholic Bishop of Geraldton to mortgage any lands for the time being vested in him, for the purpose of raising moneys to pay and discharge debts now or which may hereafter be incurred, and which are now or may hereafter be secured by mortgages on such lands, or any of them, and for the purpose of raising moneys for the purchase of any lands, and for any other purpose or purposes whatsoever that the said Bishop may deem necessary from time to time.

6. Purchasers, etc., protected from certain irregularities

Nothing in this Act, or in the *Roman Catholic Church Lands Act 1895*, contained shall be deemed or construed to make it necessary for any purchaser, mortgagee, or lessee to inquire whether any power of sale, mortgage, or lease was duly and regularly made or exercised, or in anywise to see to the application of any moneys raised under the authority of this Act, or to inquire into the necessity, regularity, or propriety of any such sale, mortgage, or lease, or be affected by notice that the

Extract from www.slp.wa.gov.au, see that website for further information

same is or are irregular, unnecessary, or improper, or by notice of any trusts or equities affecting the said lands or any of them.

7. Land titles, registration and fees

The vesting of any land by this Act in "The Roman Catholic Bishop of Geraldton" shall be registered and noted under the *Transfer of Land Act 1893* or the *Registration of Deeds Act 1856*, as the case may require, and on the document of title to such land, free of charge.

[Section 7 amended by No. 60 of 2006 s. 155.]

The Schedule hereto:

Certificates of title —

Volume 2	Folio 225	Volume 88	Folio 127	Volume 349	Folio 39
Voulume 2	Folio 98	Volume 99	Folio 36	Volume 387	Folio 75
Volume 3	Folio 146	Volume 99	Folio 42	Volume 422	Folio 156
Volume 4	Folio 241	Volume 99	Folio 43	Volume 445	Folio 129
Volume 22	Folio 358	Volume 117	Folio 180	Volume 447	Folio 127
Volume 22	Folio 359	Volume 118	Folio 113	Volume 447	Folio 149
Volume 22	Folio 362	Volume 119	Folio 98	Volume 448	Folio 41
Volume 23	Folio 2	Volume 130	Folio 119	Volume 448	Folio 43
Volume 27	Folio 246	Volume 173	Folio 30	Volume 448	Folio 44
Volume 28	Folio 331	Volume 176	Folio 50	Volume 448	Folio 53
Volume 33	Folio 286	Volume 179	Folio 126	Volume 481	Folio 71
Volume 33	Folio 287	Volume 182	Folio 101	Volume 482	Folio 191
Volume 33	Folio 288	Volume 182	Folio 102	Volume 490	Folio 71
Volume 34	Folio 32	Volume 182	Folio 95	Volume 502	Folio 137
Volume 34	Folio 31	Volume 216	Folio 100	Volume 510	Folio 171
Volume 34	Folio 33	Volume 228	Folio 95	Volume 510	Folio 146
Volume 34	Folio 34	Volume 247	Folio 168	Volume 527	Folio 199
Volume 34	Folio 29	Volume 249	Folio 8	Volume 535	Folio 20
Volume 34	Folio 130	Volume 278	Folio 49	Volume 560	Folio 54
Volume 34	Folio 38	Volume 280	Folio 112	Volume 616	Folio 87
Volume 34	Folio 111	Volume 291	Folio 70	Volume 617	Folio 53
Volume 34	Folio 112	Volume 297	Folio 90	Volume 680	Folio 190
Volume 34	Folio 113	Volume 298	Folio 3	Volume 775	Folio 14
Volume 34	Folio 107	Volume 299	Folio 92		

Crown Leases — Numbers 1493/1910, 4918/1914, 252/1919, 253/1919, 254/1919, 255/1919, 256/1919, and Special Lease number 354/42.

Notes

[1] This is a compilation of the *Roman Catholic Geraldton Church Property Act 1925* and includes the amendments made by the other written laws referred to in the following table [1a, 3]. The table also contains information about any reprint.

Compilation table

Short title	Number and year	Assent	Commencement
Roman Catholic Geraldton Church Property Act 1925	9 of 1925	24 Sep 1925	24 Sep 1925
Reprint 1 of the *Roman Catholic Geraldton Church Property Act 1925* as at 7 February 2003			
Land Information Authority Act 2006 s. 155	60 of 2006	16 Nov 2006	1 Jan 2007 (see s. 2(1) and *Gazette* 8 Dec 2006 p. 5369)

[1a] On the date as at which this compilation was prepared, provisions referred to in the following table had not come into operation and were therefore not included in this compilation. For the text of the provisions see the endnotes referred to in the table.

Provisions that have not come into operation

Short title	Number and year	Assent	Commencement
Standardisation of Formatting Act 2010 s. 31 [2]	19 of 2010	28 Jun 2010	To be proclaimed (see s. 2(b))

[2] On the date as at which this compilation was prepared, the *Standardisation of Formatting Act 2010* s. 31 had not come into operation. It reads as follows:

31. *Roman Catholic Geraldton Church Property Act 1925* amended

(1) This section amends the *Roman Catholic Geraldton Church Property Act 1925*.

(2) In the Schedule delete "**The Schedule hereto:**" and insert:

Schedule — Land vested in Bishop of Geraldton

[s. 3]

Extract from www.slp.wa.gov.au, see that website for further information

[3] Other relevant Acts:

Roman Catholic Church Lands Act 1895

Roman Catholic Church Lands Amendment Act 1902.

Extract from www.slp.wa.gov.au, see that website for further information

Mr Guy Sims
President of the Shire of Coorow

Shire of Corrow
22-24 Main Street,
Coorow, WA, 6515.

10th June 2026

To the President of Coorow Shire Council,

This letter is to indicate that I approve funds from the Leeman Catholic Church Account to be used to fix the bore that waters the gardens at the Leeman church, matching the grant which may be offered by the Shire of Coorow, if our application is successful.

As the parish priest, I have discretionary authority to approve expenditures less than $10,000.00 – but as we don't yet know the cost of this project until Dongara Drilling and Electrical provide us with a quote, following an inspection of the bore on Tuesday 16th June, this letter is an interim measure to assure you that funds from the parish are almost certainly available.

The Dongara/Leeman Parish Council will meet on Sunday 21st June to accept the quote, if it is reasonable, and to co-authorise the contribution from the parish I have committed to (50%). This is usually a formality, but the parish councillors may decide to decline the quote if it is considered unacceptably high. As you know, in many of our rural communities in this region it is difficult to obtain quotes from more than one contractor, particularly for smaller jobs, because we are charged, understandably, for the travel expenses they incur.

The Dongara and Leeman churches maintain separate bank accounts, but we share a common parish council constitution for the purposes of registration with the Australian Charities Commission. Such registration is necessary because it enables the two churches to lodge a joint BAS each quarter to the ATO, using the same ABN. After the BAS is processed the parish receives a GST refund because we are registered with the Charities Commission, thus reducing the cost of fixing the bore.

We generally only meet as necessary, usually when approval from the Parish Council is required to fund a project. It is difficult for any of the Leeman parishioners, who are very few in number, to travel to Dongara for a meeting because they are all elderly and do not enjoy robust health, so I will hold a separate meeting with the Leeman parishioners after Mass this Saturday to draft a letter to show their approval to release funds from the Leeman church account to fix the bore, in equal measure to what the Shire will possibly contribute. I will present the letter, including minutes recording a vote, to the Parish Council when it meets in Dongara.

Mrs Vivienne Chapman, the Chairperson of the Dongara/Leeman Parish Council will co-sign this letter to indicate her consent to the course of action I have proposed.

I hope this arrangement is satisfactory.

Sincerely,

Fr Steve Casey
Parish Priest
Dongara & Leeman
0427 088 359

Dongara/Leeman Catholic Parish
Address:
164 Point Leander Drive,
Port Denison, WA, 6525.
Postal:
Post Office Box 132, Dongara, WA, 6525.

Mrs Vivienne Chapman
Chairperson
Parish Council of Dongara & Leeman

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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

05 MAY 2026

Application Form

Section A: APPLICANTS DETAILS

Organisation Name:	Leeman Green Head Community Resource Centre Inc.		
Is your organisation not- for-profit?	Yes ☒ No ☐	Is your organisation incorporated? *(Please attach your Certificate of Incorporation)*	Yes ☒ No ☐
What is your Organisation Background? (Aims, Numbers of Member, History)	The CRC currently has 91 ordinary members, 13 associate members and 7 committee members. We publish the local community newspaper The SIN. Our main goal is to support and connect the community by hosting events and providing practical assistance to our members. This includes help with technology, printing, email and scanning. We also operate as a Services Australia Agent. Above all we aim to be a welcoming space where customers are encouraged to drop in for a social visit, connect with others and feel part of the community.		
Do you have Public Liability Insurance?	Yes ☒ No ☐		

Section B: CONTACT DETAILS

Name of Applicant:	Penny Small				
Position:	Manager				
Address:	2 Spencer Street	Suburb:	Leeman	Postcode:	6514
Postal Address:	PO Box 157	Suburb:	Leeman	Postcode:	6514
Mobile Number:	0419 188 166	Work:	08 9953 0300		
Email Address:	info @leemancrc.net.au	Website:	N/A		

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 are auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes ☒ No ☐
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.	98 118 468 235
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes ☒ No ☐

Payment Details

ACCOUNT NAME	BSB	ACCOUNT NUMBER
Leeman Green Head Community Resource Centre Inc	633 000	147 189 542

SHIRE OF COOROW
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Section E: PROJECT DETAILS

Project/Activity Name:	Air Conditioning units required
Project Location:	Leeman Green Head Community Resource Centre
Who owns or controls the location where the project is to be located:	Leeman Green Head Community Resource Centre

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):

The CRC's current air-conditioning system is outdated and inefficient with only one of the two existing units operational and limited to a single speed and fixed temperature. As a result, the system does not adequately support the comfort and useability of the community space. Upgrading to modern split-system air-conditioners in each individual room will significantly improve environmental comfort, energy efficiency and operational flexibility. This upgrade will also ensure that cooling is only used in occupied spaces reducing unnecessary energy consumption and lowering ongoing electricity costs. The improved system will better support the CRC's role as a community hub including member services, social engagement and Services Australia assisted activities.

Expected Outcomes

Improved comfort and wellbeing for members, staff and visitors.
Increased usability of CRC rooms during hot and cold weather.
Reduced energy consumption through room-by-room climate control.
Lower long-term electricity and maintenance costs.
Strengthened community engagement by creating a more welcome and accessible space year-round.

Expected Project Commencement Date		Expected Project Completion Date	

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

How will the community benefit from your project/activity?

Upgrading the CRC's air-conditioning system will improve comfort, safety and accessibility for the local community when using essential services such as technology support, printing and Services Australia assistance. A more efficient split-system setup will allow rooms to be used comfortably and independently reducing energy waste while increasing capacity for community programs and social events. This will help encourage greater participation, reduce barriers during hot and cold weather and strengthen the CRC as an inclusive community hub that supports wellbeing and social connection.

Does your event require any licenses, permits and approvals? If yes, have you already applied for these? **Please attach copies of these applications.*	N/A
What type of community consultation has been undertaken? Please provide the copies of consultation report or research that has been undertaken. *(If applicable)*	N/A

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Section F: BUDGET

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

Total Project / Activities Cost	$ $9777.29
Amount requested from Council	$ $5000.00
Do you require any in-kind support component from Council?	Yes ☐ No ☒
Has your organisation/group received financial support from Council in the past? If yes, provide details of when and how much?	Australia Day Grant $3300 - January 2026

Breakdown of Costs

Budget Item	Shire Community Grant	Other Cash or Grants		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 Community 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.
		Amount	Funding Source		
Air-conditioning	$5000	Extra Cost	CRC	N/A	
		Extra Cost	Source another Grant		
TOTAL					

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Section G: PROMOTION

How will you promote and acknowledge the Shires contribution to this event / project?
The CRC will acknowledge the Shire's generous contribution through public recognition including signage, acknowledgement in the SIN and on Social Melda platforms.

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: PSmall	Date: 04.06.26
Applicant's Name: Penny Small	
Position in Organisation/Group: Manager	
Name of Organisation/Group: Leeman Green Head Community Resource Centre	
Witness' Signature: Jones	Date: 04.06.26
Witness' Name: Claire Jones	

Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicing organisation) attached	☒
ABN details provided	☒
Written quotes for works/services attached	☒
Supporting documents attached (i.e. letters of support, consultation reports) (if applicable)	☐
Application has been signed by an authorised person	☒
Any other supporting documentation is attached (if applicable)	☐

Due Date	Friday 5th June 2026
Submit Applications to:	Shire of Coorow PO Box 42 COOROW WA 6515 **or,** cdo@coorow.wa.gov.au
For more information contact:	9952 0100 or cdo@coorow.wa.gov.au or for any enquiries

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Section J: CONDITIONS

The following conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year (unless supporting an auspicious application);
2. Applications must be received by **4.00pm on Friday 5th June 2026**, late applications will not be considered;
3. Applicants can request funding of up to $5,000 from Council per grant round.
4. The project must take place within the financial year, unless an extension of time is approved by Council;
5. Approval must be obtained from Council for any significant change to the project;
6. The applicant must acknowledge Council's support in its advertising or publicity of the project;
7. Wherever possible, promotional material must include the Shire's logo;
8. Each project is to be considered on its merits and an allocation made in the Budget for that specific project/activity within the constraints of the Budget;
9. Organisations/groups will be advised of the outcome of their application in August annually or on adoption of Budget;
10. The project/activity will be run under the auspices of the applicant if you are not incorporated; and
11. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

Section K: SELECTION CRITERIA FOR COMMUNITY GRANTS

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant meets the objective of this policy:

1. Demonstrated community need for the project / application;
2. Broad and diverse target group for the project / application;
3. Capacity within the group to successfully undertake the project / requirements in the application;
4. Does the project / application represent value for money;
5. Where incorporated community or sporting groups have own source funds available, a financial statement detailing the group's financial position, the proposed application of its own source funds, and a statement as to why those funds cannot be used for the proposed project or event should be provided; and
6. Other fundraising activities for the event or project are encouraged as is granted contribution and will be well received through the assessment process.

Section L: INELIGIBLE PROJECTS / ITEMS

The following will not be funded unless approved by Council:

1. Projects / applications that have already commenced (funding cannot be retrospective);
2. Projects / applications that are not based within the Shire of Coorow;
3. Projects / applications that duplicate an existing or similar project / service within the community;
4. Projects / applications that benefits an individual;
5. Alcohol;
6. Contributions to interstate or overseas travel; and
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

SHIRE OF COOROW
COMMUNITY GRANT PROGRAM 2026/2027

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Section M: INELIGIBLE APPLICANTS

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of the Policy A body or group that is not based in the Shire of Coorow:

1. An individual or group not directly affiliated with a local community group (unless the funding is for a person representing Western Australia or Australia in any competition);
2. A commercial, for-profit organisation;
3. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application; and
4. A body or group that has received funding through this Policy during the financial year the application is received for.

Section N: ADMINISTRATION OF THE COMMUNITY GRANTS POLICY

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful;
2. Where external funding as provided for in point 1 above is successful, the grant approved (amount) under this Policy shall be paid to the applicant on receipt of, and up to the value of, paid invoices, statements or receipts;
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant;
4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant; and
5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Section O: ACQUITTAL OF GRANTS

1. Recipients will be required to acquit funding received from the Shire of Coorow. This is to ensure that funds are being spent in the way that they are intended;
2. Acquittal documents should be completed and submitted within 90 days of project completion;
3. For Community Grants it would be expected that a list of invoices (with copies provided) detailing the eligible expenditure. A short report detailing the outcomes of the funded project would also be expected;
4. In order to receive grant monies, successful applicants are required to invoice the Shire of Coorow up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity.
5. Grant allocations that are not accessed by 30 June 2027 will be forfeited (unless an extension of time has been approved by the Shire CEO); and
6. **Failure** of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

SHIRE OF COOROW

COMMUNITY GRANT PROGRAM 2026/2027

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Shire of Coorow Checklist *(Office use only)*

Task	Date	File	Officer	Initial
Application received	5/6/26		Christel	
Application – written acknowledgement	5/6/26		"	
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Project/activity undertaken				
Project/activity promoted				
Invoice and supporting evidence of payment submitted by Applicant				
Invoice paid to Applicant				
Acquittal report received				

QUOTE

Green Head Refrigeration

ABN: 88 565 468 343 AUTH NO: 10493

QUOTE NO: 4058
DATE: JUNE 4, 2026

11 Whistler Cr, Green Head WA 6514
PO Box 103 Green Head WA 6514
Phone 0401815288
ghrefrigeration@outlook.com

ACCOUNT DETAILS
Green Head Refrigeration
BSB: 066 121
Acct No: 10307369

TO Leeman CRC

Supply and Install Daikin 4MXM80RVMA multi outdoor with 1 x CTXM71 wall head in meeting room and 2 x CTXM35 wall heads in offices.Outdoor unit at rear of building western side.Electrical supply to outdoor unit in form of isolator by others

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1		Daikin 4MXM80RVMA/3x CTXM wall heads installed	8009-10		8009-10
				TOTAL DISCOUNT	
				SUBTOTAL	8009-10
				SALES TAX	800-90
				TOTAL	8810-00

Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

CERTIFICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 31)

IARN: A1006742X

Certificate of Incorporation on Change of Name

This is to certify that

LEEMAN & GREEN HEAD COMMUNITY RESOURCE CENTRE INCORPORATED

an association incorporated under the *Associations Incorporation Act 2015* changed its name to

LEEMAN GREEN HEAD COMMUNITY RESOURCE CENTRE INCORPORATED

The new name commenced on the sixteenth day of March 2021

Lanie Chopping
Commissioner for Consumer Protection

QUOTE

Green Head Refrigeration
ABN: 88 565 468 343 AUTH NO: 10493

11 Whistler Cr, Green Head WA 6514
PO Box 103 Green Head WA 6514
Phone 0401815288
ghrefrigeration@outlook.com

QUOTE NO: 4059
DATE: JUNE 4, 2026

ACCOUNT DETAILS
Green Head Refrigeration
BSB: 066 121
Acct No: 10307369

TO Leeman CRC

Supply and install Daikin CTXM35RVMA wall head to existing 3MXM52RVMA multi outdoor

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1		Daikin CTXM35RVMA wall head installed	1768-19		1768-19
				TOTAL DISCOUNT	
				SUBTOTAL	1768-19
				SALES TAX	176-81
				TOTAL	1945-00

licenced professional registers here.

Australian Government | Australian Business Register

ABN Lookup

Scheduled maintenance

We'll be doing planned maintenance from 7:00 pm Saturday 6 June to 10:00 am Sunday 7 June (AEST).

During this time and for a short time afterwards, updates to ABNs on our website may take longer than usual. If you've registered a new ABN or updated an existing one, it might not appear straight away. If your ABN isn't listed yet, please check back later.

Thanks for your patience!

Current details for ABN 98 118 468 235

ABN details

Entity name:	LEEMAN GREEN HEAD COMMUNITY RESOURCE CENTRE INCORPORATED
ABN status:	Active from 11 May 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	WA 6514

Trading name(s)

The ABR stopped collecting and updating trading names in May 2012. Businesses now register their business name on the national Business Names Register. To learn more visit the ASIC Website.

Trading name	From
LEEMAN GREENHEAD COMMUNITY RESOURCE CENTRE INC	22 Jun 2010

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 30 Apr 2021 **Record extracted:** 05 Jun 2026

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer.

Warning Statement

If you use ABN Lookup for information about a person or entity that provides financial or investment products or advice, make sure they have an Australian Financial Services (AFS) licence. You can check

11.2.2 LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND FOR THE MONTH OF MAY 2026

Reporting Officer:	**N Burley, Finance Officer - Accounts**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**ADM0652**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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 May 2026.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

-s13 List of accounts

STRATEGIC IMPLICATIONS

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STRATEGIC PRIORITIES	Outcome	Strategy
4. Civic Leadership Leadership that provides strategic direction for the community, supported by	4.3 Skilled and well supported team	• External audits and reviews confirm compliance to ensure governance policies and procedures are in accordance with legislative requirements

efficient and effective service delivery.		

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 authorised in advance by an absolute majority of Council.	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 under the correct authority

ATTACHMENTS

1. List of Accounts Paid May 2026 ⇩

OFFICER RECOMMENDATION

That Council notes

1. That the list of accounts paid under delegated authority for the month of May 2026 as presented be accepted.

EFTs	**EFT23828 – EFT23957**	**$675,840.90**
Cheques	**62 - 63**	**$107.50**
Payroll DD's	**6/05/2026, 20/05/2026**	**$185,158.83**
Direct Debits	**DD33107.1, DD33066.1, DD33069.1**	**$3,208.35**
	TOTAL	**$864,315.58**

List of Accounts paid from Municipal Funds - May 2026

Chq/EFT	Date	Name	Amount
EFT23828	01/05/2026	CORSIGN WA PTY LTD	$ 33.00
EFT23829	01/05/2026	TEAM GLOBAL EXPRESS PTY LTD (TOLL)	$ 621.64
EFT23830	01/05/2026	NAPA AUTO PARTS	$ 735.25
EFT23831	01/05/2026	BRANDWORX	$ 185.20
EFT23832	01/05/2026	RANGER SERVICES OF WESTERN AUSTRALIA (ATF THE WINTERFALLS TRUST)	$ 8,646.00
EFT23833	01/05/2026	WILLIAM EDWARD PEARCE	$ 135.00
EFT23834	01/05/2026	GLH PLUMBING AND GAS	$ 570.47
EFT23835	01/05/2026	SHERRIN RENTALS PTY LTD	$ 9,045.90
EFT23836	01/05/2026	AMY CAMPBELL	$ 18.00
EFT23837	01/05/2026	HALSALL & ASSOCIATES PTY LTD	$ 6,138.00
EFT23838	01/05/2026	HEATLEYS SALES PTY LTD	$ 142.05
EFT23839	01/05/2026	FIRECORE SOLUTIONS	$ 11,844.80
EFT23840	01/05/2026	SHANNON LEIGH	$ 5,320.00
EFT23841	01/05/2026	TC PRECAST PTY LTD TRADING AS HYDRA STORM	$ 3,300.00
EFT23842	01/05/2026	GERALDTON TOWING (HOOKER ENTERPRISES PTY LTD & PARTNERSHIP L RADFORD & W RADFORD)	$ 1,179.75
EFT23843	01/05/2026	BENJEMYN ZANICH	$ 100.44
EFT23844	01/05/2026	DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT AGENCY)	$ 669.07
EFT23845	01/05/2026	BOC GASES	$ 52.05
EFT23846	01/05/2026	BEAN KL	$ 858.07
EFT23847	01/05/2026	COOROW COMMUNITY RESOURCE CENTRE	$ 960.00
EFT23848	01/05/2026	CENTREBREAK BEACH STAY (CHIPINDU FAMILY TRUST)	$ 49.50
EFT23849	01/05/2026	GERALDTON MOWER & REPAIR SPECIALIST	$ 240.00
EFT23850	01/05/2026	GREAT SOUTHERN FUELS	$ 43,524.52
EFT23851	01/05/2026	HALFWAY MILL ROADHOUSE	$ 3,555.20
EFT23852	01/05/2026	IT VISION SOFTWARE PTY LTD (TRADING AS READYTECH)	$ 825.00
EFT23853	01/05/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	$ 280.01
EFT23854	01/05/2026	LEEMAN COUNTRY & SPORTING CLUB INC (SPORTS ACCOUNT)	$ 248.50
EFT23855	01/05/2026	MAJOR MOTORS PTY LTD	$ 3,904.35
EFT23856	01/05/2026	MAIN STREET HARDWARE COOROW	$ 784.30
EFT23857	01/05/2026	OEM GROUP PTY LTD	$ 271.75
EFT23858	01/05/2026	QUANTOCK S & L ELECTRICS	$ 5,335.00
EFT23859	01/05/2026	RBC-RURAL	$ 661.27
EFT23860	01/05/2026	SYNERGY	$ 9,698.53
EFT23861	01/05/2026	SLING LIFT & RIGGING PTY LTD	$ 1,973.11
EFT23862	01/05/2026	WESTRAC EQUIPMENT	$ 4,489.14
EFT23863	01/05/2026	WATER CORPORATION	$ 34,637.30
EFT23864	15/05/2026	HELENS CLEANING SERVICE	$ 360.00
EFT23865	15/05/2026	CORSIGN WA PTY LTD	$ 148.50
EFT23866	15/05/2026	ELDERS RURAL SERVICES AUSTRALIA LTD	$ 281.60
EFT23867	15/05/2026	TEAM GLOBAL EXPRESS PTY LTD (TOLL)	$ 37.14
EFT23868	15/05/2026	MOTORPASS	$ 686.04
EFT23869	15/05/2026	ALLMARK & ASSOCIATES PTY LTD	$ 368.50
EFT23870	15/05/2026	MAXIMUM IMPACT	$ 137.50
EFT23871	15/05/2026	FEGAN BUILDING SURVEYING	$ 990.00
EFT23872	15/05/2026	RANGER SERVICES OF WESTERN AUSTRALIA (ATF THE WINTERFALLS TRUST)	$ 13,475.00
EFT23873	15/05/2026	GLH PLUMBING AND GAS	$ 964.22
EFT23874	15/05/2026	FILTERS PLUS WA	$ 387.77

Chq/EFT	Date	Name	Amount
EFT23875	15/05/2026	QHSE INTEGRATED SOLUTIONS PTY LTD (T/A SKYTRUST)	$ 493.90
EFT23876	15/05/2026	FAMILY SHOPPING CENTRE - KEENE & YULI ENTERPRISES PTY LTD	$ 109.59
EFT23877	15/05/2026	AUSTRALIA POST COOROW - KEENE & YULI ENTERPRISES PTY LTD	$ 59.50
EFT23878	15/05/2026	HALSALL & ASSOCIATES PTY LTD	$ 7,507.50
EFT23879	15/05/2026	JESSICA PARNHAM	$ 75.00
EFT23880	15/05/2026	INTEGRATED ICT (MARKET CREATIONS TECHNOLOGY PTY LTD)	$ 8,357.12
EFT23881	15/05/2026	CODE RESEARCH PTY LTD T/A PWD	$ 752.40
EFT23882	15/05/2026	THE FURNITURE GALLERY	$ 440.00
EFT23883	15/05/2026	ACCWEST PTY LTD	$ 6,270.00
EFT23884	15/05/2026	WA WATER BORES	$ 80.00
EFT23885	15/05/2026	SAMANTHA FLORENCE ATKINSON	$ 894.31
EFT23886	15/05/2026	AVON WASTE	$ 43,128.08
EFT23887	15/05/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY (BSL)	$ 662.67
EFT23888	15/05/2026	BUNNINGS	$ 619.06
EFT23889	15/05/2026	GREEN HEAD REFRIGERATION	$ 1,839.75
EFT23890	15/05/2026	CENTREBREAK BEACH STAY (CHIPINDU FAMILY TRUST)	$ 198.00
EFT23891	15/05/2026	COOROW FUEL SUPPLY	$ 7,723.72
EFT23892	15/05/2026	FRONTLINE FIRE & RESCUE EQUIPMENT	$ 3,753.75
EFT23893	15/05/2026	LANDGATE	$ 2,726.55
EFT23894	15/05/2026	THE LEEMAN BOWLING CLUB	$ 500.00
EFT23895	15/05/2026	NORTH MIDLANDS MOTORS (BM & HC MECHANICAL PTY LTD)	$ 208.96
EFT23896	15/05/2026	OFFICEWORKS BUSINESS DIRECT	$ 853.20
EFT23897	15/05/2026	OCALLAGHAN PTY LTD	$ 3,522.20
EFT23898	15/05/2026	QUANTOCK S & L ELECTRICS	$ 748.00
EFT23899	15/05/2026	RUMBOLD FORD	$ 993.04
EFT23900	15/05/2026	RICOH FINANCE	$ 421.86
EFT23901	15/05/2026	SHIRE OF COOROW	$ 10.00
EFT23902	15/05/2026	SEASIDE SUPPLIES	$ 27.92
EFT23903	15/05/2026	SYNERGY	$ 12,826.88
EFT23904	15/05/2026	SLING LIFT & RIGGING PTY LTD	$ 1,868.79
EFT23905	15/05/2026	SUNNY INDUSTRIAL BRUSHWARE PTY LTD	$ 1,791.24
EFT23906	15/05/2026	TELSTRA LIMITED (CORPORATION)	$ 2,374.14
EFT23907	15/05/2026	T-QUIP (TOCOJEPA PTY LTD)	$ 776.40
EFT23908	15/05/2026	TOTALLY WORKWEAR GERALDTON	$ 89.46
EFT23909	15/05/2026	AFGRI (CARNAMAH)	$ 91.42
EFT23910	15/05/2026	WESTRAC EQUIPMENT	$ 1,023.92
EFT23911	15/05/2026	WINCHESTER INDUSTRIES	$ 40,751.70
EFT23912	28/05/2026	DAIMLER TRUCKS PERTH (GERALDINE NOMINEES P/L ATF THE BELMONT UNIT TRUST T/AS	$ 15,033.22
EFT23913	29/05/2026	TEAM GLOBAL EXPRESS PTY LTD (TOLL)	$ 746.21
EFT23914	29/05/2026	NAPA AUTO PARTS	$ 28.60
EFT23915	29/05/2026	OFFICE OF THE AUDITOR GENERAL	$ 82,399.90
EFT23916	29/05/2026	BRANDWORX	$ 1,526.00
EFT23917	29/05/2026	THREE SPRINGS MEDICAL CENTRE	$ 308.00
EFT23918	29/05/2026	MAXIMUM IMPACT	$ 11,443.85
EFT23919	29/05/2026	THOMAS TREE SERVICES	$ 4,785.00
EFT23920	29/05/2026	FEGAN BUILDING SURVEYING	$ 990.00
EFT23921	29/05/2026	RANGER SERVICES OF WESTERN AUSTRALIA (ATF THE WINTERFALLS TRUST)	$ 11,000.00
EFT23922	29/05/2026	GLH PLUMBING AND GAS	$ 3,068.13
EFT23923	29/05/2026	FILTERS PLUS WA	$ 79.20

Chq/EFT	Date	Name	Amount
EFT23924	29/05/2026	FOUNDER ENTERPRISES PTY LTD TRADING AS FORTUS GROUP	$ 2,736.80
EFT23925	29/05/2026	HALSALL & ASSOCIATES PTY LTD	$ 8,679.00
EFT23926	29/05/2026	INTEGRATED ICT (MARKET CREATIONS TECHNOLOGY PTY LTD)	$ 968.00
EFT23927	29/05/2026	ACME TALC PTY LTD	$ 16.08
EFT23928	29/05/2026	SEAN HANLON	$ 75.00
EFT23929	29/05/2026	JNJ TECH PTY LTD	$ 4,992.90
EFT23930	29/05/2026	SAMANTHA FLORENCE ATKINSON	$ 1,608.17
EFT23931	29/05/2026	WOOD HARRIS ADVISORY SERVICES	$ 618.75
EFT23932	29/05/2026	JOEL DE GUZMAN	$ 339.60
EFT23933	29/05/2026	TIARNA MORGAN	$ 75.00
EFT23934	29/05/2026	ANIMAL PEST MANAGEMENT SERVICES	$ 4,103.00
EFT23935	29/05/2026	BUILDING & CONSTRUCTION INDUSTRY (CTF)	$ 417.75
EFT23936	29/05/2026	BARNES HYDRAULIC SERVICES	$ 250.11
EFT23937	29/05/2026	TUTT BRYANT EQUIPMENT	$ 190.50
EFT23938	29/05/2026	AUSTRALIAN TAXATION OFFICE	$ 55,965.00
EFT23939	29/05/2026	COOROW COMMUNITY RESOURCE CENTRE	$ 430.00
EFT23940	29/05/2026	CIVIC LEGAL	$ 1,352.45
EFT23941	29/05/2026	DYNAMITE DINER	$ 606.00
EFT23942	29/05/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	$ 13,003.20
EFT23943	29/05/2026	FUEL DISTRIBUTORS	$ 46,700.72
EFT23944	29/05/2026	IT VISION SOFTWARE PTY LTD (TRADING AS READYTECH)	$ 1,347.50
EFT23945	29/05/2026	LANDGATE	$ 45.56
EFT23946	29/05/2026	MAJOR MOTORS PTY LTD	$ 33,264.67
EFT23947	29/05/2026	METAL ARTWORK CREATIONS (D & L STUDIO PTY LTD T/A)	$ 27.72
EFT23948	29/05/2026	MAIN STREET HARDWARE COOROW	$ 652.20
EFT23949	29/05/2026	OFFICEWORKS BUSINESS DIRECT	$ 358.32
EFT23950	29/05/2026	RBC-RURAL	$ 489.02
EFT23951	29/05/2026	REPEAT PLASTICS (WA)	$ 1,124.20
EFT23952	29/05/2026	SHIRE OF COOROW	$ 8.25
EFT23953	29/05/2026	SYNERGY	$ 1,452.88
EFT23954	29/05/2026	TRUCKLINE	$ 208.07
EFT23955	29/05/2026	T-QUIP (TOCOJEPA PTY LTD)	$ 27,207.15
EFT23956	29/05/2026	WESTRAC EQUIPMENT	$ 1,294.43
EFT23957	29/05/2026	WOODLANDS DISTRIBUTORS PTY LTD	$ 386.32
		TOTAL EFT PAYMENTS	**$ 675,840.90**
DDEBIT	06/05/2026	PAYROLL DEDUCTIONS/CONTRIBUTIONS	$ 91,383.21
DDEBIT	20/05/2026	PAYROLL DEDUCTIONS/CONTRIBUTIONS	$ 93,775.62
		TOTAL PAYROLL PAYMENTS	**$ 185,158.83**
62	06/05/2026	SHIRE OF COOROW	$ 53.75
63	20/05/2026	SHIRE OF COOROW	$ 53.75
		TOTAL CHEQUE PAYMENTS	**$ 107.50**
DD33107.1	01/05/2026	COMMONWEALTH BANK	$ 3,082.55
DD33066.1	02/05/2026	TELSTRA LIMITED (CORPORATION)	$ 72.90
DD33069.1	11/05/2026	TELSTRA LIMITED (CORPORATION)	$ 52.90
		TOTAL DIRECT DEBITS	**$ 3,208.35**
		TOTAL PAYMENTS	**$ 864,315.58**

11.2.3 LIST OF ACCOUNTS PAID USING TRANSACTION CARDS - MAY 2026

Reporting Officer:	**N Burley, Finance Officer - Accounts**
Responsible Executive:	**S Atkinson, Deputy Chief Executive Officer**
File Reference:	**ADM0352**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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 May 2026.

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 May 2026 is as per below.

Payment Type	Reference/Description	Combined Total
Fuel Cards	**EFT23868 – Motorpass**	**$686.04**
Fuel Cards	**EFT23891 – Coorow Fuel**	**$7,723.72**
Credit Card	**DD33107.1 – Credit Cards**	**$3,082.55**

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	• External audits and reviews confirm compliance to ensure governance policies and procedures are in accordance with legislative requirements

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	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.				This review process should help to ensure that payments are always made under the correct authority

ATTACHMENTS

1. List of Accounts Paid using Transaction Cards May 2026 ⇩

OFFICER RECOMMENDATION

That Council receives the list of payments made using credit and fuel cards for the Month of May 2026 as listed in Attachment 1.

List of Accounts paid using Transaction Cards - May 2026

CHEQUE/EFT	DATE	TRANSACTION	AMOUNT
FUEL CARDS			
EFT23868	15/05/2026	FUEL CARD #77010170 - CW0044	$ 6.77
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 124.60
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 47.92
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 22.13
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 190.28
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334652 - CW0052	$ 6.77
EFT23868	15/05/2026	FUEL CARD #78334660 - CW0045	$ 98.37
EFT23868	15/05/2026	FUEL CARD #78334660 - CW0045	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334660 - CW0045	$ 29.66
EFT23868	15/05/2026	FUEL CARD #78334660 - CW0045	$ 0.83
EFT23868	15/05/2026	FUEL CARD #78334660 - CW0045	$ 6.77
EFT23868	15/05/2026	FUEL CARD #79502273 - CW0053	$ 6.77
EFT23868	15/05/2026	FUEL CARD #83002633 - CW0042	$ 6.77
EFT23868	15/05/2026	FUEL CARD #52733754 - CW0051	$ 6.77
EFT23868	15/05/2026	FUEL CARD #86841326 - CW0043	$ 6.77
EFT23868	15/05/2026	FUEL CARD #61935002 - CW0038	$ 99.57
EFT23868	15/05/2026	FUEL CARD #61935002 - CW0038	$ 0.83
EFT23868	15/05/2026	FUEL CARD #61935002 - CW0038	$ 6.77
EFT23868	15/05/2026	FUEL CARD #62361851 - CW0055	$ 6.77
EFT23868	15/05/2026	FUEL CARD #77938255 - CW001	$ 6.77
TOTAL PAID TO MOTORPASS			**$ 686.04**
EFT23891	15/05/2026	DIESEL (269.50 LTRS) APRIL 2026 - TANKER CW0023	$ 921.24
EFT23891	15/05/2026	DIESEL (43.95 LTRS) APRIL 2026 - CW000	$ 150.24
EFT23891	15/05/2026	DIESEL (88.29 LTRS) APRIL 2026 - CW00	$ 301.80
EFT23891	15/05/2026	DIESEL (84.97 LTRS) APRIL 2026 - CW00	$ 290.46
EFT23891	15/05/2026	DIESEL (86.88 LTRS) APRIL 2026 - CW00	$ 296.98
EFT23891	15/05/2026	DIESEL (23.21 LTRS) APRIL 2026 - CW002	$ 79.34
EFT23891	15/05/2026	DIESEL (55.31 LTRS) APRIL 2026 - CW002	$ 189.07
EFT23891	15/05/2026	DIESEL (65.64 LTRS) APRIL 2026 - CW002	$ 224.38
EFT23891	15/05/2026	DIESEL (52.16 LTRS) APRIL 2026 - CW003	$ 178.30
EFT23891	15/05/2026	DIESEL (28.41 LTRS) APRIL 2026 - CW003	$ 97.11
EFT23891	15/05/2026	DIESEL (48.40 LTRS) APRIL 2026 - CW003	$ 165.45
EFT23891	15/05/2026	DIESEL (46.19 LTRS) APRIL 2026 - CW003	$ 157.89
EFT23891	15/05/2026	DIESEL (228.50 LTRS) APRIL 2026 - CW0010	$ 781.09
EFT23891	15/05/2026	DIESEL (178.89 LTRS) APRIL 2026 - CW0010	$ 611.50
EFT23891	15/05/2026	DIESEL (290.73 LTRS) APRIL 2026 - CW0010	$ 993.81
EFT23891	15/05/2026	DIESEL (253.14 LTRS) APRIL 2026 - CW0010	$ 865.32
EFT23891	15/05/2026	DIESEL (120.64 LTRS) APRIL 2026 - CW0010	$ 412.39
EFT23891	15/05/2026	DIESEL (33.18 LTRS) APRIL 2026 - CW0017	$ 113.42
EFT23891	15/05/2026	DIESEL (49.71 LTRS) APRIL 2026 - CW0017	$ 169.93
EFT23891	15/05/2026	DIESEL (59.53 LTRS) APRIL 2026 - CW0023	$ 203.49
EFT23891	15/05/2026	DIESEL (54.06 LTRS) APRIL 2026 - CW3457	$ 184.80

CHEQUE/EFT	DATE	TRANSACTION	AMOUNT
EFT23891	15/05/2026	DIESEL (50.81 LTRS) APRIL 2026 - CW3457	$ 173.68
EFT23891	15/05/2026	DIESEL (23.84 LTRS) APRIL 2026 - CW194	$ 81.49
EFT23891	15/05/2026	DIESEL (23.56 LTRS) APRIL 2026 - CW194	$ 80.54
		TOTAL PAID TO COOROW FUEL	**$ 7,723.72**
CREDIT CARDS			
DD33107.1	1/05/2026	MCCEO - BP ROADHOUSE DONGARA	$ 165.15
DD33107.1	1/05/2026	MCCEO - CALTEX GLENFIELD	$ 178.02
DD33107.1	1/05/2026	MCCEO - DEPARTMENT OF HOME AFFAIRS	-$ 1,145.82
DD33107.1	1/05/2026	MCCEO - BP KALBARRI	$ 131.01
DD33107.1	1/05/2026	MCCEO - COOROW HOTEL	$ 30.00
DD33107.1	1/05/2026	MCCEO - BUNNINGS	$ 133.91
DD33107.1	1/05/2026	MCDCEO - ADOBE	$ 53.99
DD33107.1	1/05/2026	MCDCEO - GREEN HEAD GALLEY CAFÉ	$ 18.00
DD33107.1	1/05/2026	MCDCEO - SYDNEY TOOLS	$ 1,520.90
DD33107.1	1/05/2026	MCMWS - NESPRESSO	$ 191.00
DD33107.1	1/05/2026	MCMWS - STAYZ PTY LIMIITED	$ 800.00
DD33107.1	1/05/2026	MCMWS - STARLINK	$ 17.00
DD33107.1	1/05/2026	MCMWS - APPLE.COM/BILL	$ 1.49
DD33107.1	1/05/2026	MCMWS - SOUTHERN CROSS BROADBAND	$ 407.00
DD33107.1	1/05/2026	MCMWS - CELLCAST	$ 18.00
DD33107.1	1/05/2026	MCMWS - AUSTRALIA POST	$ 43.90
DD33107.1	1/05/2026	MCMWS - STARLINK	$ 519.00
		TOTAL PAID TO COMMONWEALTH	**$ 3,082.55**

11.2.4 MONTHLY STATEMENT OF FINANCIAL ACTIVITY APRIL 2026

Reporting Officer:	**S Atkinson, Deputy Chief Executive Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	**ADM0652**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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

This report has been compiled to fulfil the statutory reporting requirements of the Local Government Act 1995 (Act) and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year-to-date basis for the period ending 30 April 2026.

BACKGROUND

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month.

The form of the Monthly Financial Statements usually presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph.

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per Local Government (Financial Management) Regulation 36 but can resolve to have supplementary information included as required.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

- s34 Financial activity statement required each month (Act s. 6.4)

STRATEGIC IMPLICATIONS

STRATEGIC PRIORITIES	Outcome	Strategy
Civic Leadership Leadership that provides strategic direction for the community, supported by efficient and effective service delivery. Governance and an effective organisation.	4.3 Skilled and well supported team. Effective Governance and Leadership.	Ensure governance policies and procedures are in accordance with legislative requirements.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2025/2026 Annual Budget as adopted by Council.

Details of any budget variation in excess of $10,000 or 10% (of the appropriate base, whichever is the higher year to date) follow. There are no other known events which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

RISK IMPLICATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: The Shire would be at risk of poor financial management.	Possible	Moderate	Medium	The completion of the Financial Activity Statements is a control that monitors risk.

ATTACHMENTS

1. **Monthly Financial Report for the period ended 30 April 2026** ⇩
2. **Rates Levied for the period ended 30 April 2026** ⇩

OFFICER RECOMMENDATION

That the Monthly Statement of Financial Activity as included for the period ended 30 April 2026 be accepted.

SHIRE OF COOROW

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 April 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COOROW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

	Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		4,288,729	4,304,957	**4,324,963**	20,006	0.46%	
Rates excluding general rates		16,058	0	**0**	0	0.00%	
Grants, subsidies and contributions		1,842,207	1,461,847	**1,715,389**	253,542	17.34%	▲
Fees and charges		914,446	832,119	**990,148**	158,029	18.99%	▲
Interest revenue		145,292	115,808	**134,212**	18,404	15.89%	▲
Other revenue		55,750	52,790	**19,830**	(32,960)	(62.44%)	▼
Profit on asset disposals		68,207	68,207	**65,206**	(3,001)	(4.40%)	
		7,330,689	**6,835,728**	**7,249,748**	**414,020**	6.06%	
Expenditure from operating activities							
Employee costs		(3,254,603)	(2,682,889)	**(2,768,944)**	(86,055)	(3.21%)	
Materials and contracts		(3,055,110)	(2,632,067)	**(2,151,674)**	480,393	18.25%	▲
Utility charges		(409,530)	(341,240)	**(326,637)**	14,603	4.28%	
Depreciation		(6,226,570)	(5,185,967)	**(5,484,462)**	(298,495)	(5.76%)	
Finance costs		(305,614)	(264,395)	**(127,286)**	137,109	51.86%	▲
Insurance		(355,958)	(355,957)	**(297,887)**	58,070	16.31%	▲
Other expenditure		(137,070)	(96,865)	**(97,426)**	(561)	(0.58%)	
		(13,744,455)	**(11,559,380)**	**(11,254,316)**	**305,064**	2.64%	
Non cash amounts excluded from operating activities	2(c)	6,158,363	5,117,760	**5,419,256**	301,496	5.89%	
Amount attributable to operating activities		**(255,403)**	**394,108**	**1,414,688**	**1,020,580**	258.96%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		1,785,894	1,535,963	**1,119,246**	(416,717)	(27.13%)	▼
Proceeds from disposal of assets		134,000	134,000	**134,000**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		28,107	13,134	**13,134**	0	0.00%	
		1,948,001	**1,683,097**	**1,266,380**	**(416,717)**	(24.76%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(1,982,948)	(1,235,330)	**(1,409,464)**	(174,134)	(14.10%)	▼
Acquisition of infrastructure		(2,263,873)	(2,155,078)	**(1,324,082)**	830,996	38.56%	▲
		(4,246,821)	**(3,390,408)**	**(2,733,546)**	**656,862**	19.37%	
Amount attributable to investing activities		**(2,298,820)**	**(1,707,311)**	**(1,467,166)**	**240,145**	14.07%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		829,686	0	**809,686**	809,686	0.00%	
		829,686	**0**	**809,686**	**809,686**	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities		(4,118)	0	**0**	0	0.00%	
Repayment of borrowings		(232,960)	(301,952)	**(301,952)**	0	0.00%	
Transfer to reserves		(79,438)	0	**(36,341)**	(36,341)	0.00%	
		(316,516)	**(301,952)**	**(338,293)**	**(36,341)**	(12.04%)	
Amount attributable to financing activities		**513,170**	**(301,952)**	**471,393**	**773,345**	256.12%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	1,473,997	1,473,997	**1,473,997**	0	0.00%	
Amount attributable to operating activities		(255,403)	394,108	**1,414,688**	1,020,580	258.96%	▲
Amount attributable to investing activities		(2,298,820)	(1,707,311)	**(1,467,166)**	240,145	14.07%	▲
Amount attributable to financing activities		513,170	(301,952)	**471,393**	773,345	256.12%	▲
Surplus or deficit after imposition of general rates		**(567,057)**	**(141,158)**	**1,892,912**	**2,034,070**	1440.99%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOROW
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	1,985,323	1,848,478
Trade and other receivables	312,377	733,365
Other financial assets	26,469	13,335
Inventories	10,938	(101,064)
Other assets	1,920,840	912,450
TOTAL CURRENT ASSETS	4,255,947	3,406,564
NON-CURRENT ASSETS		
Trade and other receivables	18,934	18,934
Other financial assets	129,526	129,526
Property, plant and equipment	22,197,089	22,120,604
Infrastructure	104,920,222	102,176,998
Right-of-use assets	4,413	4,413
TOTAL NON-CURRENT ASSETS	127,270,184	124,450,475
TOTAL ASSETS	131,526,131	127,857,039
CURRENT LIABILITIES		
Trade and other payables	812,486	330,668
Contract liabilities	144,786	144,786
Lease liabilities	3,420	3,420
Borrowings	232,960	(68,991)
Employee related provisions	304,418	304,418
TOTAL CURRENT LIABILITIES	1,498,070	714,301
NON-CURRENT LIABILITIES		
Lease liabilities	2,830	2,830
Borrowings	5,621,588	5,621,587
Employee related provisions	31,644	31,644
TOTAL NON-CURRENT LIABILITIES	5,656,062	5,656,061
TOTAL LIABILITIES	7,154,132	6,370,362
NET ASSETS	**124,371,999**	**121,486,677**
EQUITY		
Retained surplus	(14,761,018)	(16,872,995)
Reserve accounts	1,702,825	929,480
Revaluation surplus	137,430,192	137,430,192
TOTAL EQUITY	**124,371,999**	**121,486,677**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 15 May 2026

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 April 2026
Current assets		$	$	$
Cash and cash equivalents		2,222,813	1,985,323	1,848,478
Trade and other receivables		399,997	312,377	733,365
Other financial assets			26,469	13,335
Inventories		22,605	10,938	(101,064)
Other assets		38,585	1,920,840	912,450
		2,684,000	4,255,947	3,406,564
Less: current liabilities				
Trade and other payables		(841,052)	(812,486)	(330,668)
Other liabilities		(144,786)	(144,786)	(144,786)
Lease liabilities		(3,438)	(3,420)	(3,420)
Borrowings		(233,778)	(232,960)	68,991
Employee related provisions		(371,054)	(304,418)	(304,418)
		(1,594,108)	(1,498,070)	(714,301)
Net current assets		1,089,892	2,757,877	2,692,263
Less: Total adjustments to net current assets	2(b)	(1,230,106)	(1,283,880)	(799,352)
Closing funding surplus / (deficit)		**(140,214)**	**1,473,997**	**1,892,911**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(1,702,825)	(1,702,825)	(929,480)
Less: Financial assets at amortised cost - self supporting loans		26,469	(26,469)	(13,335)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities			3,420	3,420
- Current portion of borrowings		233,778	232,960	(68,991)
- Current portion of contract liability held in reserve		3,438		
- Current portion of employee benefit provisions held in reserve		209,034	209,034	209,034
Total adjustments to net current assets	2(a)	**(1,230,106)**	**(1,283,880)**	**(799,352)**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 30 April 2026	YTD Actual 30 April 2026
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(68,207)	(68,207)	(65,206)
Add: Depreciation	6,226,570	5,185,967	5,484,462
Total non-cash amounts excluded from operating activities	**6,158,363**	**5,117,760**	**5,419,256**

CURRENT AND NON-CURRENT CLASSIFICATION
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions	**253,542**	**17.34%**	▲
Fees and charges	**158,029**	**18.99%**	▲
Interest revenue	**18,404**	**15.89%**	▲
Other revenue	**(32,960)**	**(62.44%)**	▼
Expenditure from operating activities			
Materials and contracts	**480,393**	**18.25%**	▲
Finance costs	**137,109**	**51.86%**	▲
Insurance	**58,070**	**16.31%**	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(416,717)**	**(27.13%)**	▼
Outflows from investing activities			
Acquisition of property, plant and equipment	**(174,134)**	**(14.10%)**	▼
Acquisition of infrastructure	**830,996**	**38.56%**	▲
Surplus or deficit after imposition of general rates	**2,034,070**	**1440.99%**	▲

SHIRE OF COOROW

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.47 M	$1.47 M	$1.47 M	$0.00 M
Closing	($0.57 M)	($0.14 M)	$1.89 M	$2.03 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$1.85 M	% of total
Unrestricted Cash	$0.92 M	49.7%
Restricted Cash	$0.93 M	50.3%

Refer to 3 - Cash and Financial Assets

Payables

	$0.33 M	% Outstanding
Trade Payables	$0.22 M	
0 to 30 Days		98.1%
Over 30 Days		1.8%
Over 90 Days		(0.4%)

Refer to 9 - Payables

Receivables

	$0.35 M	% Collected
Rates Receivable	$0.38 M	91.6%
Trade Receivable	$0.35 M	% Outstanding
Over 30 Days		5.2%
Over 90 Days		0.9%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.26 M)	$0.39 M	$1.41 M	$1.02 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$4.32 M	% Variance
YTD Budget	$4.30 M	0.5%

Grants and Contributions

YTD Actual	$1.72 M	% Variance
YTD Budget	$1.46 M	17.3%

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$0.99 M	% Variance
YTD Budget	$0.83 M	19.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.30 M)	($1.71 M)	($1.47 M)	$0.24 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.13 M	%
Amended Budget	$0.13 M	0.0%

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.32 M	% Spent
Amended Budget	$2.26 M	(41.5%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$1.12 M	% Received
Amended Budget	$1.79 M	(37.3%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.51 M	($0.30 M)	$0.47 M	$0.77 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.30 M)
Interest expense	($0.13 M)
Principal due	$5.55 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$0.93 M
Net Movement	($0.77 M)

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.01 M

Refer to Note 11 - Lease Liabilites

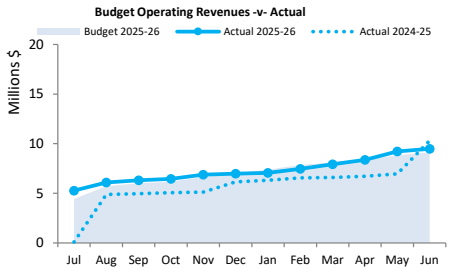
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

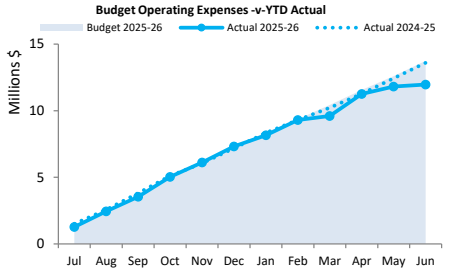
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

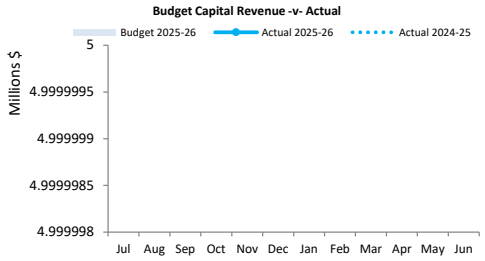


OPERATING EXPENSES

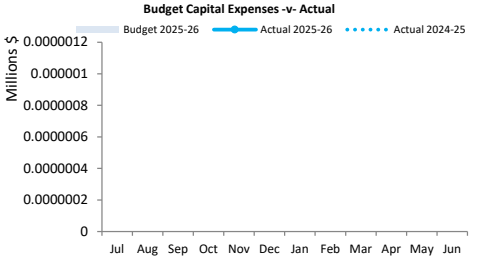


INVESTING ACTIVITIES

CAPITAL REVENUE

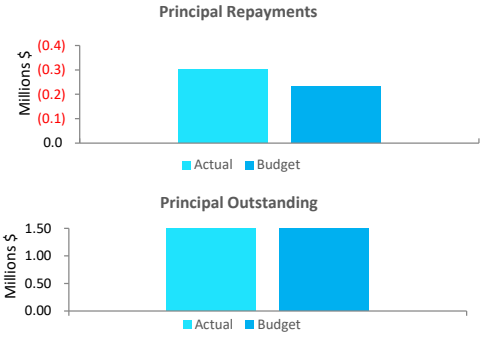


CAPITAL EXPENSES

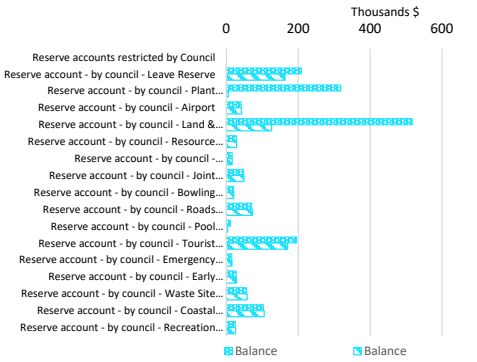


FINANCING ACTIVITIES

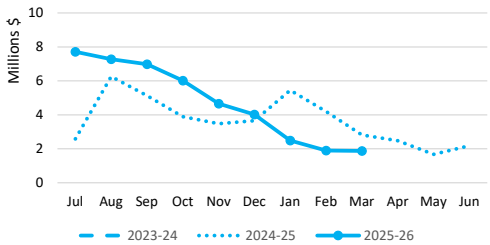
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

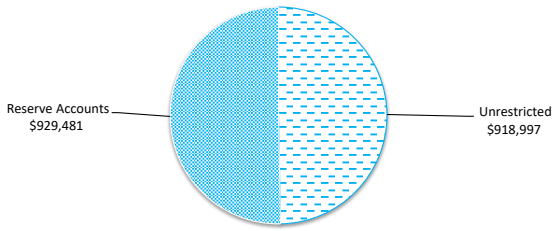
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Municipal Bank Account - Bankwest		180		180				
Cash On Hand		800		800				
Municipal Bank Account - CBA		915,916		915,916				
Municipal Online Saver Account - CBA		2,100		2,100				
Reserve Bank Account		0	929,481	929,481				
Total		**918,997**	**929,481**	**1,848,478**	**0**			
Comprising								
Cash and cash equivalents		918,997	929,481	1,848,478	0			
		918,997	**929,481**	**1,848,478**	**0**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Transfers In (+)	Actual Transfers Out (-)	Actual Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Reserve account - by council - Leave Reserve	209,034	9,835	(50,000)	168,869	209,034	4,462	(50,000)	163,496
Reserve account - by council - Plant Replacement	317,967	15,446	(319,497)	13,916	317,967	6,786	(319,497)	5,256
Reserve account - by council - Airport	41,411	1,800		43,211	41,411	884	0	42,295
Reserve account - by council - Land & Building Reserve	516,850	25,244	(401,768)	140,326	516,850	11,030	(401,768)	126,112
Reserve account - by council - Resource Sharing Reserve	28,041	1,386		29,427	28,041	599	0	28,640
Reserve account - by council - Rebroadcasting Reserve	15,980	790		16,770	15,980	341	0	16,321
Reserve account - by council - Joint Venture Housing Reserve	47,777	2,361	(20,000)	30,138	47,777	1,018	0	48,795
Reserve account - by council - Bowling Club Reserve	20,448	907		21,355	20,448	437	0	20,885
Reserve account - by council - Roads Infrastructure Reserve	70,834	3,500		74,334	70,834	1,512	0	72,346
Reserve account - by council - Pool Revitalisation Reserve	11,972	345	(9,139)	3,178	11,972	255	(9,139)	3,089
Reserve account - by council - Tourist Infrastructure Reserve	195,742	9,177	(29,282)	175,637	195,742	4,178	(29,282)	170,638
Reserve account - by council - Emergency Services Management Reserve	15,318	510		15,828	15,318	326	0	15,644
Reserve account - by council - Early Childhood Reserve	27,100	1,240		28,340	27,100	579	0	27,679
Reserve account - by council - Waste Site Reserve	56,470	2,049		58,519	56,470	1,205	0	57,675
Reserve account - by council - Coastal Foreshore Reserve	102,881	3,848		106,729	102,881	2,195	0	105,076
Reserve account - by council - Recreation Boating Facilities Reserve	25,000	1,000		26,000	25,000	533	0	25,533
	1,702,825	**79,438**	**(829,686)**	**952,577**	**1,702,825**	**36,341**	**(809,686)**	**929,480**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions		Amended Budget	YTD Budget	YTD Actual	YTD Variance
		$	$	$	$
Land	**510**	1,408,550	815,330	825,715	10,385
Plant and equipment	**530**	574,398	420,000	583,749	163,749
Acquisition of property, plant and equipment		**1,982,948**	**1,235,330**	**1,409,464**	**174,134**
Infrastructure - Roads	**540**	2,178,071	2,074,248	1,295,533	(778,715)
Infrastructure - Others	**580**	25,803	20,830	12,234	(8,596)
Infrastructure - Footpaths	**560**	60,000	60,000	13,696	(46,304)
Infrastructure - Parks & Ovals	**570**	0	0	2,620	2,620
Acquisition of infrastructure		**2,263,873**	**2,155,078**	**1,324,082**	**(830,996)**
Total capital acquisitions		**4,246,821**	**3,390,408**	**2,733,546**	**(656,862)**
Capital Acquisitions Funded By:					
Capital grants and contributions		1,785,894	1,535,963	1,119,246	(416,717)
Other (disposals & C/Fwd)		134,000	134,000	134,000	0
Reserve accounts					
Reserve account - by council - Leave Reserve		50,000		50,000	50,000
Reserve account - by council - Plant Replacement		319,497		319,497	319,497
Reserve account - by council - Land & Building Reserve		401,768		401,768	401,768
Reserve account - by council - Joint Venture Housing Res		20,000		0	0
Reserve account - by council - Pool Revitalisation Reserve		9,139		9,139	9,139
Reserve account - by council - Tourist Infrastructure Reser		29,282		29,282	29,282
Contribution - operations		1,497,242	1,720,445	670,615	(1,049,830)
Capital funding total		**4,246,821**	**3,390,408**	**2,733,546**	**(656,862)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

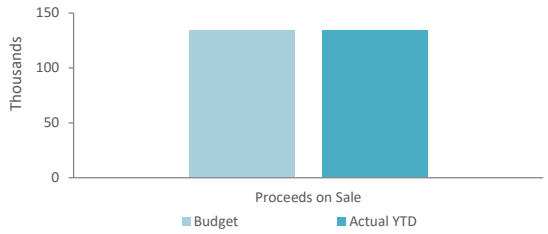
	Account Description		Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	BC010	Coorow Aged Care Unit 2 - Capital	$10,000	10,000	$0.00	10,000
	BC053	Coorow Aged Care Common - Capital	$10,000	10,000	$743.68	9,256
	BC011	Green Head Mens Shed - Capital	$32,399	47,000	$32,399.00	14,601
	BC019	2, Lot 9 Thomas Street - Capital	$0	0	$25,443.86	(25,444)
	BC020	29, Lot 49 Nairn Street - Capital	$364,758	0	$364,757.98	(364,758)
	BC021	27, Lot 50 Nairn Street - Capital	$20,505	0	$20,505.00	(20,505)
	BC024	18, Lot 626 Morcombe Road - Capital	$16,505	0	$168,560.48	(168,560)
	BC025	11, Lot 490 Tamarisk Street - Capital	$52,682	60,000	$52,682.03	7,318
	BC071	New Staff Housing	$790,000	658,330	$0.00	658,330
	BC013	7, Lot 29 Spain Street - Capital	$24,850	30,000	$24,850.00	5,150
	BC036	Green Head Community Centre - Capital	$17,600	0	$17,601.29	(17,601)
	BC072	Unit 3, Commercial Street - Capital	$0	0	$1,404.15	(1,404)
	BC073	Unit 4, Commercial Street - Capital	$0	0	$1,404.15	(1,404)
	BC077	Community Space Building (Old Swimming Pool) Capital	$39,968	0	$39,968.34	(39,968)
	BC042	Coorow Caravan Park - Capital	$29,282	0	$29,282.45	(29,282)
	BC038	Coorow Caravan Park - Capital	$0	0	$380.00	(380)
	PE8	Members - Furniture & Equipment (Capital)	$11,769	17,000	$11,768.50	5,232
	PE0072	Cctv Cameras & Equipment (Capital)	$3,144	12,500	$12,494.92	5
	PE6	Sundry Plant & Equipment (Capital)	$53,013	46,000	$53,012.88	(7,013)
	PE3315	Cw3315 Utility (Capital)	$52,678	50,000	$52,677.99	(2,678)
	PE3513	Cw3513 Coastal Mower (Capital)	$44,000	52,000	$44,000.00	8,000
	PE0002	Cw002 Mws Dual Cab Utility (Capital)	$61,775	62,500	$61,774.79	725
	PE000	Cw000 Dceo Vehicle (Capital)	$84,076	90,000	$84,075.82	5,924
	PE0001	Cw00 Ceo Vehicle (Capital)	$82,552	90,000	$82,552.36	7,448
	PE3505	Cw3505 Mechanic Ute (Capital)	$181,392	0	$181,391.75	(181,392)
	RC086	Brand Street (Capital) Council Funded	$17,346	17,346	$0.00	17,346
	RC079	Central Street (Capital) Council Funded	$22,384	22,384	$0.00	22,384
	RC087	Market Street (Capital) Council Funded	$22,384	22,384	$0.00	22,384
	RC085	Long Street (Capital) Council Funded	$26,337	26,337	$0.00	26,337
	RC083	Bothe Street (Capital) Council Funded	$26,934	26,934	$0.00	26,934
	RC122	Jones Street (Capital) Council Funded	$33,405	33,405	$0.00	33,405
	RC076	Commercial Street (Capital) Council Funded	$35,254	35,254	$0.00	35,254
	RC077	Bristol Street (Capital) Council Funded	$35,254	35,254	$0.00	35,254
	RC080	North Street (Capital) Council Funded	$36,934	36,934	$0.00	36,934
	RC107	Read Street (Capital) Council Funded	$0	65,100	$0.00	65,100
	RC113	Bonham Street (Capital) Council Funded	$0	94,100	$0.00	94,100
	RC052	Campbell White Road (Capital) Council Funded	$35,196	120,860	$35,196.29	85,663
	RC166	The Lakes Road (Capital) Council Funded	$140,328	140,328	$12,045.98	128,282
	RC082	Station Street (Capital) Council Funded	$12,643	0	$12,642.53	(12,643)
	1RC165	Wubin-Gunyidi Road (Capital)Grain Freight Route	$320,100	0	$41,147.71	(41,148)
	R2R021	Coorow-Maya Road (Capital) R2R	$106,594	106,594	$42,527.28	64,067
	R2R012	Erindoon Road (Capital) R2R	$146,005	146,005	$317,900.64	(171,896)
	R2R013	Waddy Forest Road (Capital) R2R	$203,761	203,761	$87,827.62	115,933
	RRG161	Coorow-Greenhead Road East (Capital) Rrg	$15,944	0	$20,021.78	(20,022)
	RRG164	Coorow-Latham Road (Capital) Rrg	$439,608	439,608	$270,958.19	168,649
	RRG162	Coorow-Greenhead Road West (Capital) Rrg	$501,661	501,661	$369,182.81	132,478
	FC166	The Lakes Road Footpath (Capital)	$60,000	60,000	$13,695.70	46,304
	4100480	STORM - Infrastructure Other (Capital) .	$16,664	0	$0.00	0
	OC037	Coorow Swimming Pool (Capital)	$9,139	0	$9,138.51	(9,139)
	OC064	Lot 601 Park, Peterson Place (Capital)	$0	0	$2,619.56	(2,620)
	OC007	Coorow Caravan Park - Capital	$0	0	$3,095.00	(3,095)
			4,246,821	**3,369,578**	**2,601,731**	**767,847**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Ammended Budget Net Book Value	Proceeds	Profit	(Loss)	YTD Actual Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
6523	CEO Toyotal	17,544	48,000	30,456	0	17,544	48,000	30,456	0
6524	DCEO Toyotal	17,474	52,000	34,526	0	17,474	52,000	34,526	0
36	W/S Utility	33,775	34,000	225	0	33,775	34,000	225	0
		68,793	**134,000**	**65,207**	**0**	**68,793**	**134,000**	**65,207**	**0**

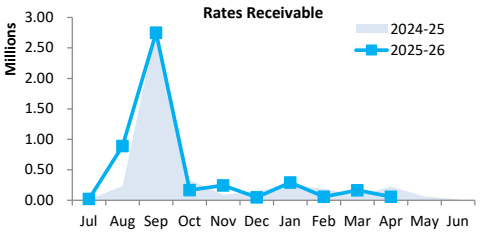


SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	30 Apr 2026
	$	$
Opening arrears previous year		253,908
Levied this year		4,324,963
Less - collections to date	253,908	(4,194,286)
Net rates collectable	**253,908**	**384,585**
% Collected	0.0%	91.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,760)	333,689	14,839	45	2,974	348,787
Percentage	(0.8%)	95.7%	4.3%	0.0%	0.9%	
Balance per trial balance						
Trade receivables						348,787
GST receivable						(7)
Total receivables general outstanding						**348,780**

Amounts shown above include GST (where applicable)

KEY INFORMATION

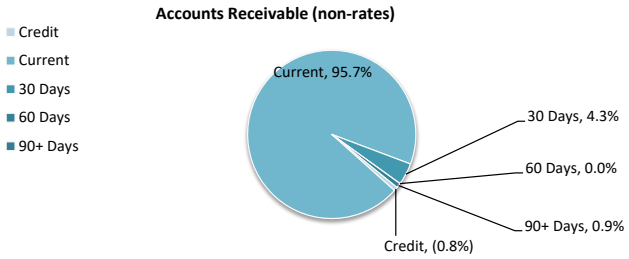
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 April 2026
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	26,469	0	(13,134)	13,335
Inventory				
Fuel	10,938	0	(112,002)	(101,064)
Other assets				
Accrued income	1,920,840	0	(1,008,390)	912,450
Total other current assets	**1,958,247**	**0**	**(1,133,526)**	**824,721**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

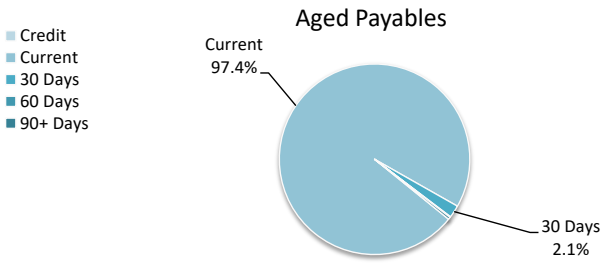
SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	217,333	4,735	280	(862)	221,487
Percentage	0.0%	98.1%	2.1%	0.1%	-0.4%	
Balance per trial balance						
Sundry creditors						221,487
Others						12,072
Bonds & Deposits Held in Minicipal						97,109
Total payables general outstanding						**330,668**
Amounts shown above include GST (where applicable)						

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Swimming Pool	91	4,232,840	0	0	(261,880)	(151,900)	3,970,960	4,080,940	(86,314)	(221,943)
Staff Housing	92	1,525,427	0	0	(26,938)	(54,591)	1,498,489	1,470,836	(39,271)	(80,432)
		5,758,267	0	0	(288,818)	(206,491)	5,469,449	5,551,776	(125,585)	(302,375)
Self supporting loans										
CCLI Hotel		96,281	0	0	(13,134)	(26,469)	83,147	69,812	(1,701)	(2,754)
		96,281	0	0	(13,134)	(26,469)	83,147	69,812	(1,701)	(2,754)
Total		**5,854,548**	**0**	**0**	**(301,952)**	**(232,960)**	**5,552,596**	**5,621,588**	**(127,286)**	**(305,129)**
Current borrowings		232,960					-68,991			
Non-current borrowings		5,621,588					5,621,587			
		5,854,548					**5,552,596**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Photocopier x 2	RCB	6,250		0		(4,118)	6,250	2,132		(485)
Total		**6,250**	**0**	**0**	**0**	**(4,118)**	**6,250**	**2,132**	**0**	**(485)**
Current lease liabilities		3,420					3,420			
Non-current lease liabilities		2,830					2,830			
		6,250					**6,250**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION
At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		144,786	0	0	0	144,786
Total other liabilities		144,786	0	0	0	144,786
Employee Related Provisions						
Provision for annual leave		129,917	0	0	0	129,917
Provision for long service leave		174,501	0	0	0	174,501
Total Provisions		304,418	0	0	0	304,418
Total other current liabilities		**449,204**	**0**	**0**	**0**	**449,204**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions		
	Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2026	Current Liability 30 Apr 2026	Current Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Grants and subsidies									
3030210	GEN PUR - Financial Assistance Grant - General				0		990,362	737,916	973,569
3030211	GEN PUR - Financial Assistance Grant - Roads				0		429,642	322,230	90,789
3050101	FIRE - Reimbursements				0		0	0	11,765
3050301	OLOPS - Reimbursements				0		0	0	27,159
3050310	OLOPS - ESL Operating Grant				0		96,410	96,408	82,259
3120200	ROADM - Street Lighting Subsidy				0		450	0	0
3120210	ROADM - Direct Road Grant (MRWA)				0		205,143	205,143	201,013
3030122	RATES - Reimbursement of Debt Collection Costs				0		15,000	12,500	3,323
3030235	GEN PUR - Other Income				0		1,500	1,250	0
3120113	ROADC - Other Grants - Roads/Streets				0		0	0	414
3110301	REC - Reimbursements - Other Recreation				0		700	580	1,570
3140410	POC - Fuel Tax Credits Grant Scheme				0		57,000	47,500	57,675
3040101	MEMBERS - Reimbursements				0		0	0	350
3140201	ADMIN - Reimbursements				0		0	0	2,621
3140237	ADMIN - Admin Rebates				0		0	0	13,520
3140301	PWO - Other Reimbursements				0		14,000	11,660	14,146
3140401	POC - Reimbursements				0		0	0	207,622
3110310	REC - Grants				0		0	0	2,000
3110511	LIB - Other Grants				0		24,000	20,000	0
3110710	OTH CUL - Grants - Other Culture				0		8,000	6,660	9,975
3140501	SAL - Reimbursement - Workers Compensation				0		0	0	15,619
		0	**0**	**0**	**0**	**0**	**1,842,207**	**1,461,847**	**1,715,389**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider		Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
		Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2026	Current Liability 30 Apr 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Capital grants and subsidies									
3050316	OLOPS - Other Grants				0		0	0	230,850
3110310	REC - Grants				0		263,221	219,350	292,093
3120110	ROADC - Regional Road Group Grants (MRWA)				0		586,333	586,333	0
3120111	ROADC - Roads to Recovery Grant				0		600,000	450,000	234,533
3080700	WELFARE - Contributions & Donations				0		36,340	30,280	36,339
3120113	ROADC - Other Grants - Roads/Streets				0		300,000	250,000	301,431
3110511	LIB - Other Grants				0		0	0	24,000
		0	**0**	**0**	**0**	**0**	**1,785,894**	**1,535,963**	**1,119,246**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

General rate revenue

				Budget			YTD Actual		
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
GRV General	0.1184	704	9,929,654	1,175,949		1,175,949	1,175,949	27,553	1,203,502
Unimproved value									
UV Agriculture	0.7400	199	357,153,009	2,642,575		2,642,575	2,642,575	13,632	2,656,207
UV Mining	0.1775	16	898,791	159,512	5,000	164,512	159,512	2,180	161,692
UV Exploration	0.1923	10	89,217	17,155		17,155	17,155		17,155
Sub-Total		**929**	**368,070,671**	**3,995,191**	**5,000**	**4,000,191**	**3,995,192**	**43,365**	**4,038,557**
Minimum payment	**Minimum Rate**								
Gross rental value									
GRV General	1,018.00	263	1,174,189	267,734		267,734	267,734	0	267,734
Unimproved value									
UV Agriculture	1,018.00	10	414,400	10,180		10,180	10,180	0	10,180
UV Mining	1,018.00	8	23,844	8,144		8,144	8,144		8,144
UV Exploration	436.00	8	11,965	3,488		3,488	348	0	348
Sub-total		**137**	**1,624,398**	**289,546**	**0**	**289,546**	**286,406**	**0**	**286,406**
Total general rates			**369,695,069**	**4,284,737**	**5,000**	**4,289,737**	**4,281,598**	**43,365**	**4,324,963**

11.2.5 MONTHLY STATEMENT OF FINANCIAL ACTIVITY MAY 2026

Reporting Officer:	**S Atkinson, Deputy Chief Executive Officer**
Responsible Executive:	**M Maxfield, Chief Executive Officer**
File Reference:	**ADM0652**
Disclosure of Interest:	**Nil**
Voting Requirement:	**Simple Majority**

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

This report has been compiled to fulfil the statutory reporting requirements of the Local Government Act 1995 (Act) and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year-to-date basis for the period ending 31 May 2026.

BACKGROUND

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month.

The form of the Monthly Financial Statements usually presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph.

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per Local Government (Financial Management) Regulation 36 but can resolve to have supplementary information included as required.

STAKEHOLDER ENGAGEMENT

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

- s34 Financial activity statement required each month (Act s. 6.4)

STRATEGIC IMPLICATIONS

STRATEGIC PRIORITIES	Outcome	Strategy
Civic Leadership Leadership that provides strategic direction for the community, supported by efficient and effective service delivery. Governance and an effective organisation.	4.3 Skilled and well supported team. Effective Governance and Leadership.	Ensure governance policies and procedures are in accordance with legislative requirements.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2025/2026 Annual Budget as adopted by Council.

Details of any budget variation in excess of $10,000 or 10% (of the appropriate base, whichever is the higher year to date) follow. There are no other known events which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

RISK IMPLICATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: The Shire would be at risk of poor financial management.	Possible	Moderate	Medium	The completion of the Financial Activity Statements is a control that monitors risk.

ATTACHMENTS

1. **Monthly Financial Report for the period ended 31 May 2026** ⇩
2. **Rates Levied for the period ended 31 May 2026** ⇩

OFFICER RECOMMENDATION

That the Monthly Statement of Financial Activity as included for the period ended 31 May 2026 be accepted.

SHIRE OF COOROW

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COOROW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

	Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		4,288,729	4,304,874	**4,325,091**	20,217	0.47%	
Rates excluding general rates		16,058	0	**0**	0	0.00%	
Grants, subsidies and contributions		1,842,207	1,825,244	**2,045,532**	220,288	12.07%	▲
Fees and charges		914,446	872,394	**1,048,555**	176,161	20.19%	▲
Interest revenue		145,292	119,983	**139,294**	19,311	16.09%	▲
Other revenue		55,750	54,269	**23,388**	(30,881)	(56.90%)	▼
Profit on asset disposals		68,207	68,207	**65,206**	(3,001)	(4.40%)	
		7,330,689	**7,244,971**	**7,647,066**	**402,095**	5.55%	
Expenditure from operating activities							
Employee costs		(3,254,603)	(2,930,297)	**(3,046,660)**	(116,363)	(3.97%)	
Materials and contracts		(3,055,110)	(2,856,776)	**(2,418,699)**	438,077	15.33%	▲
Utility charges		(409,530)	(375,345)	**(339,652)**	35,693	9.51%	
Depreciation		(6,226,570)	(5,714,799)	**(5,484,462)**	230,337	4.03%	
Finance costs		(305,614)	(264,435)	**(127,286)**	137,149	51.86%	▲
Insurance		(355,958)	(355,957)	**(297,887)**	58,070	16.31%	▲
Other expenditure		(137,070)	(103,948)	**(101,338)**	2,610	2.51%	
		(13,744,455)	**(12,601,557)**	**(11,815,984)**	**785,573**	6.23%	
Non cash amounts excluded from operating activities	2(c)	6,158,363	5,646,592	**5,419,256**	(227,336)	(4.03%)	
Amount attributable to operating activities		**(255,403)**	**290,006**	**1,250,338**	**960,332**	331.14%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		1,785,894	1,585,926	**1,575,604**	(10,322)	(0.65%)	
Proceeds from disposal of assets		134,000	134,000	**134,000**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		28,107	13,134	**13,134**	0	0.00%	
		1,948,001	**1,733,060**	**1,722,738**	**(10,322)**	(0.60%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(1,982,948)	(1,301,163)	**(1,433,774)**	(132,611)	(10.19%)	▼
Acquisition of infrastructure		(2,263,873)	(2,157,161)	**(1,379,375)**	777,786	36.06%	▲
		(4,246,821)	**(3,458,324)**	**(2,813,149)**	**645,174**	18.66%	
Amount attributable to investing activities		**(2,298,820)**	**(1,725,264)**	**(1,090,411)**	**634,852**	36.80%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		829,686	0	**809,686**	809,686	0.00%	
		829,686	**0**	**809,686**	**809,686**	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities		(4,118)	0	**0**	0	0.00%	
Repayment of borrowings		(232,960)	(301,952)	**(301,952)**	0	0.00%	
Transfer to reserves		(79,438)	0	**(36,341)**	(36,341)	0.00%	
		(316,516)	**(301,952)**	**(338,293)**	**(36,341)**	(12.04%)	
Amount attributable to financing activities		**513,170**	**(301,952)**	**471,393**	**773,345**	256.12%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	1,473,997	1,473,997	**1,473,997**	0	0.00%	
Amount attributable to operating activities		(255,403)	290,006	**1,250,338**	960,332	331.14%	▲
Amount attributable to investing activities		(2,298,820)	(1,725,264)	**(1,090,411)**	634,852	36.80%	▲
Amount attributable to financing activities		513,170	(301,952)	**471,393**	773,345	256.12%	▲
Surplus or deficit after imposition of general rates		**(567,057)**	**(263,213)**	**2,105,317**	**2,368,529**	899.85%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOROW
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	Actual 30 June 2025	Actual as at 31 May 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	1,985,323	1,822,735
Trade and other receivables	312,377	754,756
Other financial assets	26,469	13,335
Inventories	10,938	(57,772)
Other assets	1,920,840	912,450
TOTAL CURRENT ASSETS	4,255,947	3,445,504
NON-CURRENT ASSETS		
Trade and other receivables	18,934	18,934
Other financial assets	129,526	129,526
Property, plant and equipment	22,197,089	22,144,914
Infrastructure	104,920,222	102,232,292
Right-of-use assets	4,413	4,413
TOTAL NON-CURRENT ASSETS	127,270,184	124,530,079
TOTAL ASSETS	131,526,131	127,975,583
CURRENT LIABILITIES		
Trade and other payables	812,486	157,208
Contract liabilities	144,786	144,786
Lease liabilities	3,420	3,420
Borrowings	232,960	(68,991)
Employee related provisions	304,418	304,418
TOTAL CURRENT LIABILITIES	1,498,070	540,841
NON-CURRENT LIABILITIES		
Lease liabilities	2,830	2,830
Borrowings	5,621,588	5,621,587
Employee related provisions	31,644	31,644
TOTAL NON-CURRENT LIABILITIES	5,656,062	5,656,061
TOTAL LIABILITIES	7,154,132	6,196,902
NET ASSETS	**124,371,999**	**121,778,681**
EQUITY		
Retained surplus	(14,761,018)	(16,580,991)
Reserve accounts	1,702,825	929,480
Revaluation surplus	137,430,192	137,430,192
TOTAL EQUITY	**124,371,999**	**121,778,681**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 11 June 2026

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
Current assets		$	$	$
Cash and cash equivalents		2,222,813	1,985,323	1,822,735
Trade and other receivables		399,997	312,377	754,756
Other financial assets			26,469	13,335
Inventories		22,605	10,938	(57,772)
Other assets		38,585	1,920,840	912,450
		2,684,000	4,255,947	3,445,504
Less: current liabilities				
Trade and other payables		(841,052)	(812,486)	(157,208)
Other liabilities		(144,786)	(144,786)	(144,786)
Lease liabilities		(3,438)	(3,420)	(3,420)
Borrowings		(233,778)	(232,960)	68,991
Employee related provisions		(371,054)	(304,418)	(304,418)
		(1,594,108)	(1,498,070)	(540,841)
Net current assets		1,089,892	2,757,877	2,904,663
Less: Total adjustments to net current assets	2(b)	(1,230,106)	(1,283,880)	(799,352)
Closing funding surplus / (deficit)		**(140,214)**	**1,473,997**	**2,105,311**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(1,702,825)	(1,702,825)	(929,480)
Less: Financial assets at amortised cost - self supporting loans		26,469	(26,469)	(13,335)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities			3,420	3,420
- Current portion of borrowings		233,778	232,960	(68,991)
- Current portion of contract liability held in reserve		3,438		
- Current portion of employee benefit provisions held in reserve		209,034	209,034	209,034
Total adjustments to net current assets	2(a)	**(1,230,106)**	**(1,283,880)**	**(799,352)**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 May 2026	YTD Actual 31 May 2026
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(68,207)	(68,207)	(65,206)
Add: Depreciation	6,226,570	5,714,799	5,484,462
Total non-cash amounts excluded from operating activities	**6,158,363**	**5,646,592**	**5,419,256**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF COOROW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions	**220,288**	**12.07%**	▲
Fees and charges	**176,161**	**20.19%**	▲
Interest revenue	**19,311**	**16.09%**	▲
Other revenue	**(30,881)**	**(56.90%)**	▼
Expenditure from operating activities			
Materials and contracts	**438,077**	**15.33%**	▲
Finance costs	**137,149**	**51.86%**	▲
Insurance	**58,070**	**16.31%**	▲
Outflows from investing activities			
Acquisition of property, plant and equipment	**(132,611)**	**(10.19%)**	▼
Acquisition of infrastructure	**777,786**	**36.06%**	▲
Surplus or deficit after imposition of general rates	**2,368,529**	**899.85%**	▲

SHIRE OF COOROW

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.47 M	$1.47 M	$1.47 M	$0.00 M
Closing	($0.57 M)	($0.26 M)	$2.11 M	$2.37 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$1.82 M	% of total
Unrestricted Cash	$0.89 M	49.0%
Restricted Cash	$0.93 M	51.0%

Refer to 3 - Cash and Financial Assets

Payables

	$0.16 M	% Outstanding
Trade Payables	($0.00 M)	
0 to 30 Days		(151.8%)
Over 30 Days		251.8%
Over 90 Days		134.4%

Refer to 9 - Payables

Receivables

	$0.38 M	% Collected
Rates Receivable	$0.37 M	91.9%
Trade Receivable	$0.38 M	% Outstanding
Over 30 Days		89.1%
Over 90 Days		0.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.26 M)	$0.29 M	$1.25 M	$0.96 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$4.33 M	% Variance
YTD Budget	$4.30 M	0.5%

Grants and Contributions

YTD Actual	$2.05 M	% Variance
YTD Budget	$1.83 M	12.1%

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$1.05 M	% Variance
YTD Budget	$0.87 M	20.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.30 M)	($1.73 M)	($1.09 M)	$0.63 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.13 M	%
Amended Budget	$0.13 M	0.0%

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.38 M	% Spent
Amended Budget	$2.26 M	(39.1%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$1.58 M	% Received
Amended Budget	$1.79 M	(11.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.51 M	($0.30 M)	$0.47 M	$0.77 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.30 M)
Interest expense	($0.13 M)
Principal due	$5.55 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$0.93 M
Net Movement	($0.77 M)

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.01 M

Refer to Note 11 - Lease Liabilites

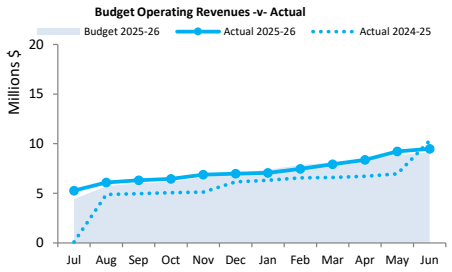
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

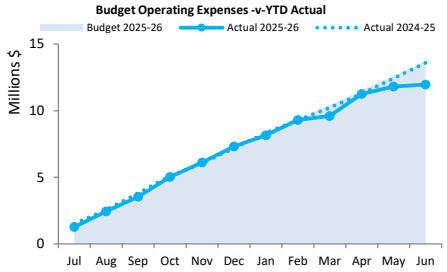
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

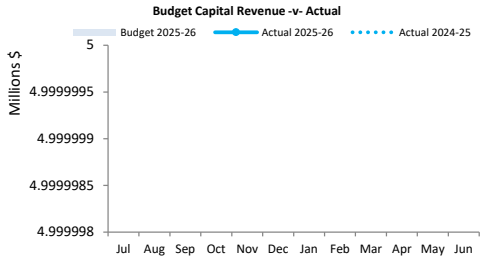


OPERATING EXPENSES

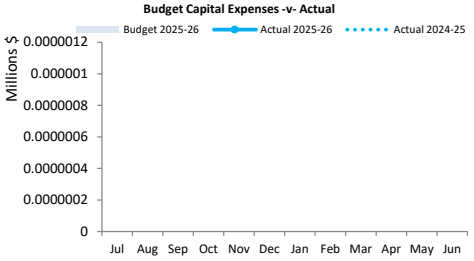


INVESTING ACTIVITIES

CAPITAL REVENUE

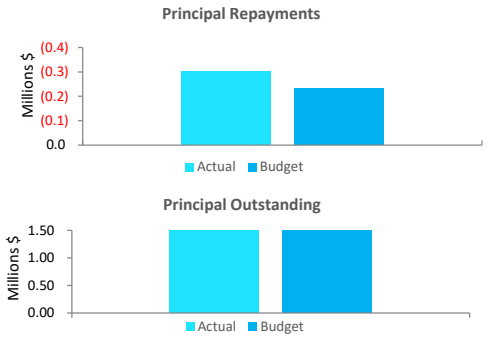


CAPITAL EXPENSES

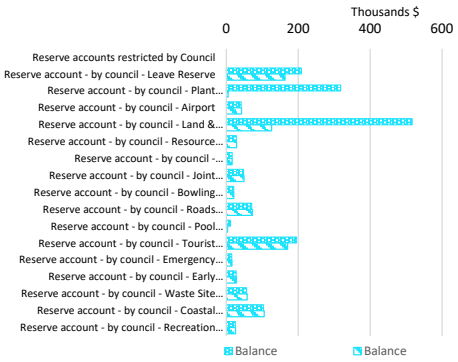


FINANCING ACTIVITIES

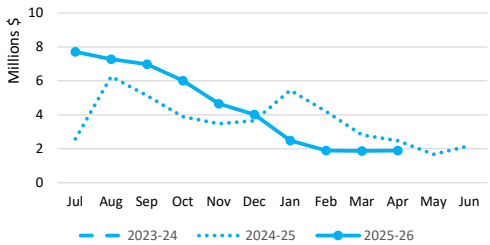
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

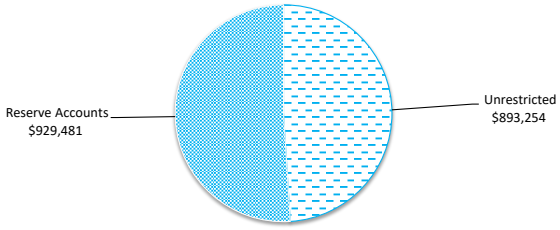
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Municipal Bank Account - Bankwest		180		180				
Cash On Hand		800		800				
Municipal Bank Account - CBA		890,082		890,082				
Municipal Online Saver Account - CBA		2,192		2,192				
Reserve Bank Account		0	929,481	929,481				
Total		**893,254**	**929,481**	**1,822,735**	**0**			
Comprising								
Cash and cash equivalents		893,254	929,481	1,822,735	0			
		893,254	**929,481**	**1,822,735**	**0**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Transfers In (+)	Actual Transfers Out (-)	Actual Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Reserve account - by council - Leave Reserve	209,034	9,835	(50,000)	168,869	209,034	4,462	(50,000)	163,496
Reserve account - by council - Plant Replacement	317,967	15,446	(319,497)	13,916	317,967	6,786	(319,497)	5,256
Reserve account - by council - Airport	41,411	1,800		43,211	41,411	884	0	42,295
Reserve account - by council - Land & Building Reserve	516,850	25,244	(401,768)	140,326	516,850	11,030	(401,768)	126,112
Reserve account - by council - Resource Sharing Reserve	28,041	1,386		29,427	28,041	599	0	28,640
Reserve account - by council - Rebroadcasting Reserve	15,980	790		16,770	15,980	341	0	16,321
Reserve account - by council - Joint Venture Housing Reserve	47,777	2,361	(20,000)	30,138	47,777	1,018	0	48,795
Reserve account - by council - Bowling Club Reserve	20,448	907		21,355	20,448	437	0	20,885
Reserve account - by council - Roads Infrastructure Reserve	70,834	3,500		74,334	70,834	1,512	0	72,346
Reserve account - by council - Pool Revitalisation Reserve	11,972	345	(9,139)	3,178	11,972	255	(9,139)	3,089
Reserve account - by council - Tourist Infrastructure Reserve	195,742	9,177	(29,282)	175,637	195,742	4,178	(29,282)	170,638
Reserve account - by council - Emergency Services Management Reserve	15,318	510		15,828	15,318	326	0	15,644
Reserve account - by council - Early Childhood Reserve	27,100	1,240		28,340	27,100	579	0	27,679
Reserve account - by council - Waste Site Reserve	56,470	2,049		58,519	56,470	1,205	0	57,675
Reserve account - by council - Coastal Foreshore Reserve	102,881	3,848		106,729	102,881	2,195	0	105,076
Reserve account - by council - Recreation Boating Facilities Reserve	25,000	1,000		26,000	25,000	533	0	25,533
	1,702,825	**79,438**	**(829,686)**	**952,577**	**1,702,825**	**36,341**	**(809,686)**	**929,480**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions		Amended Budget	YTD Budget	YTD Actual	YTD Variance
		$	$	$	$
Land	**510**	1,408,550	881,163	825,715	(55,448)
Plant and equipment	**530**	574,398	420,000	608,059	188,059
Acquisition of property, plant and equipment		**1,982,948**	**1,301,163**	**1,433,774**	**132,611**
Infrastructure - Roads	**540**	2,178,071	2,074,248	1,348,176	(726,071)
Infrastructure - Others	**580**	25,803	22,913	12,234	(10,679)
Infrastructure - Footpaths	**560**	60,000	60,000	16,346	(43,654)
Infrastructure - Parks & Ovals	**570**	0	0	2,620	2,620
Acquisition of infrastructure		**2,263,873**	**2,157,161**	**1,379,375**	**(777,786)**
Total capital acquisitions		**4,246,821**	**3,458,324**	**2,813,149**	**(645,174)**
Capital Acquisitions Funded By:					
Capital grants and contributions		1,785,894	1,585,926	1,575,604	(10,322)
Other (disposals & C/Fwd)		134,000	134,000	134,000	0
Reserve accounts					
Reserve account - by council - Leave Reserve		50,000		50,000	50,000
Reserve account - by council - Plant Replacement		319,497		319,497	319,497
Reserve account - by council - Land & Building Reserve		401,768		401,768	401,768
Reserve account - by council - Joint Venture Housing Res		20,000		0	0
Reserve account - by council - Pool Revitalisation Reserve		9,139		9,139	9,139
Reserve account - by council - Tourist Infrastructure Reser		29,282		29,282	29,282
Contribution - operations		1,497,242	1,738,398	293,860	(1,444,538)
Capital funding total		**4,246,821**	**3,458,324**	**2,813,149**	**(645,174)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

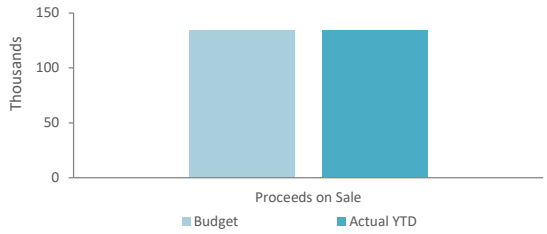
	Account Description		Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	BC010	Coorow Aged Care Unit 2 - Capital	$10,000	10,000	$0.00	10,000
	BC053	Coorow Aged Care Common - Capital	$10,000	10,000	$743.68	9,256
	BC011	Green Head Mens Shed - Capital	$32,399	47,000	$32,399.00	14,601
	BC019	2, Lot 9 Thomas Street - Capital	$0	0	$25,443.86	(25,444)
	BC020	29, Lot 49 Nairn Street - Capital	$364,758	0	$364,757.98	(364,758)
	BC021	27, Lot 50 Nairn Street - Capital	$20,505	0	$20,505.00	(20,505)
	BC024	18, Lot 626 Morcombe Road - Capital	$16,505	0	$168,560.48	(168,560)
	BC025	11, Lot 490 Tamarisk Street - Capital	$52,682	60,000	$52,682.03	7,318
	BC071	New Staff Housing	$790,000	724,163	$0.00	724,163
	BC013	7, Lot 29 Spain Street - Capital	$24,850	30,000	$24,850.00	5,150
	BC036	Green Head Community Centre - Capital	$17,600	0	$17,601.29	(17,601)
	BC072	Unit 3, Commercial Street - Capital	$0	0	$1,404.15	(1,404)
	BC073	Unit 4, Commercial Street - Capital	$0	0	$1,404.15	(1,404)
	BC077	Community Space Building (Old Swimming Pool) Capital	$39,968	0	$39,968.34	(39,968)
	BC042	Coorow Caravan Park - Capital	$29,282	0	$29,282.45	(29,282)
	BC038	Coorow Caravan Park - Capital	$0	0	$380.00	(380)
	PE8	Members - Furniture & Equipment (Capital)	$11,769	17,000	$11,768.50	5,232
	PE0072	Cctv Cameras & Equipment (Capital)	$3,144	12,500	$12,494.92	5
	PE6	Sundry Plant & Equipment (Capital)	$53,013	46,000	$53,012.88	(7,013)
	PE3315	Cw3315 Utility (Capital)	$52,678	50,000	$52,677.99	(2,678)
	PE3513	Cw3513 Coastal Mower (Capital)	$44,000	52,000	$68,310.00	(16,310)
	PE0002	Cw002 Mws Dual Cab Utility (Capital)	$61,775	62,500	$61,774.79	725
	PE000	Cw000 Dceo Vehicle (Capital)	$84,076	90,000	$84,075.82	5,924
	PE0001	Cw00 Ceo Vehicle (Capital)	$82,552	90,000	$82,552.36	7,448
	PE3505	Cw3505 Mechanic Ute (Capital)	$181,392	0	$181,391.75	(181,392)
	RC086	Brand Street (Capital) Council Funded	$17,346	17,346	$0.00	17,346
	RC079	Central Street (Capital) Council Funded	$22,384	22,384	$0.00	22,384
	RC087	Market Street (Capital) Council Funded	$22,384	22,384	$0.00	22,384
	RC085	Long Street (Capital) Council Funded	$26,337	26,337	$0.00	26,337
	RC083	Bothe Street (Capital) Council Funded	$26,934	26,934	$0.00	26,934
	RC122	Jones Street (Capital) Council Funded	$33,405	33,405	$0.00	33,405
	RC076	Commercial Street (Capital) Council Funded	$35,254	35,254	$0.00	35,254
	RC077	Bristol Street (Capital) Council Funded	$35,254	35,254	$0.00	35,254
	RC080	North Street (Capital) Council Funded	$36,934	36,934	$0.00	36,934
	RC107	Read Street (Capital) Council Funded	$0	65,100	$0.00	65,100
	RC113	Bonham Street (Capital) Council Funded	$0	94,100	$0.00	94,100
	RC052	Campbell White Road (Capital) Council Funded	$35,196	120,860	$35,196.29	85,663
	RC166	The Lakes Road (Capital) Council Funded	$140,328	140,328	$12,045.98	128,282
	RC082	Station Street (Capital) Council Funded	$12,643	0	$12,642.53	(12,643)
	1RC165	Wubin-Gunyidi Road (Capital)Grain Freight Route	$320,100	0	$41,147.71	(41,148)
	R2R021	Coorow-Maya Road (Capital) R2R	$106,594	106,594	$42,527.28	64,067
	R2R012	Erindoon Road (Capital) R2R	$146,005	146,005	$319,328.22	(173,323)
	R2R013	Waddy Forest Road (Capital) R2R	$203,761	203,761	$89,298.50	114,462
	RRG161	Coorow-Greenhead Road East (Capital) Rrg	$15,944	0	$20,021.78	(20,022)
	RRG164	Coorow-Latham Road (Capital) Rrg	$439,608	439,608	$270,958.19	168,649
	RRG162	Coorow-Greenhead Road West (Capital) Rrg	$501,661	501,661	$418,383.96	83,277
	FC166	The Lakes Road Footpath (Capital)	$60,000	60,000	$16,345.70	43,654
	4100480	STORM - Infrastructure Other (Capital) .	$16,664	0	$0.00	0
	OC037	Coorow Swimming Pool (Capital)	$9,139	0	$9,138.51	(9,139)
	OC064	Lot 601 Park, Peterson Place (Capital)	$0	0	$2,619.56	(2,620)
	OC007	Coorow Caravan Park - Capital	$0	0	$3,095.00	(3,095)
			4,246,821	**3,435,411**	**2,680,791**	**754,620**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Ammended Budget Net Book Value	Proceeds	Profit	(Loss)	YTD Actual Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
6523	CEO Toyotal	17,544	48,000	30,456	0	17,544	48,000	30,456	0
6524	DCEO Toyotal	17,474	52,000	34,526	0	17,474	52,000	34,526	0
36	W/S Utility	33,775	34,000	225	0	33,775	34,000	225	0
		68,793	**134,000**	**65,207**	**0**	**68,793**	**134,000**	**65,207**	**0**

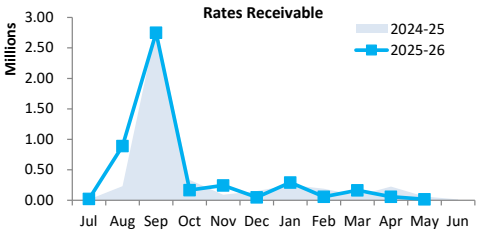


SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	$	$
Opening arrears previous year		253,908
Levied this year		4,325,091
Less - collections to date	253,908	(4,207,157)
Net rates collectable	**253,908**	**371,842**
% Collected	0.0%	91.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,872)	40,051	288,433	14,884	2,765	343,261
Percentage	(0.8%)	11.7%	84.0%	4.3%	0.8%	
Balance per trial balance						
Trade receivables						343,261
GST receivable						39,653
Total receivables general outstanding						**382,914**

Amounts shown above include GST (where applicable)

KEY INFORMATION

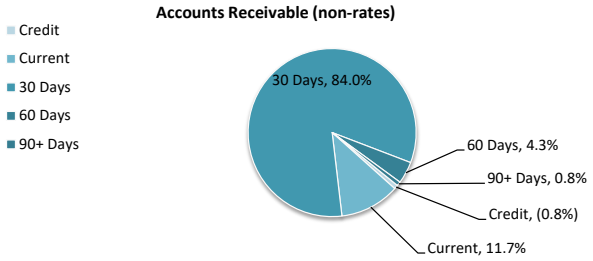
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	26,469	0	(13,134)	13,335
Inventory				
Fuel	10,938	0	(68,710)	(57,772)
Other assets				
Accrued income	1,920,840	0	(1,008,390)	912,450
Total other current assets	**1,958,247**	**0**	**(1,090,234)**	**868,013**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

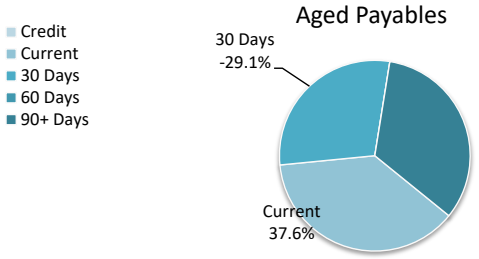
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	973	(752)	0	(862)	(641)
Percentage	0.0%	-151.8%	117.4%	0.0%	134.4%	
Balance per trial balance						
Sundry creditors						(641)
ATO liabilities						55,986
Others						(932)
Bonds & Deposits Held in Minicipal						102,795
Total payables general outstanding						**157,208**
Amounts shown above include GST (where applicable)						

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Swimming Pool	91	4,232,840	0	0	(261,880)	(151,900)	3,970,960	4,080,940	(86,314)	(221,943)
Staff Housing	92	1,525,427	0	0	(26,938)	(54,591)	1,498,489	1,470,836	(39,271)	(80,432)
		5,758,267	0	0	(288,818)	(206,491)	5,469,449	5,551,776	(125,585)	(302,375)
Self supporting loans										
CCLI Hotel		96,281	0	0	(13,134)	(26,469)	83,147	69,812	(1,701)	(2,754)
		96,281	0	0	(13,134)	(26,469)	83,147	69,812	(1,701)	(2,754)
Total		**5,854,548**	**0**	**0**	**(301,952)**	**(232,960)**	**5,552,596**	**5,621,588**	**(127,286)**	**(305,129)**
Current borrowings		232,960					-68,991			
Non-current borrowings		5,621,588					5,621,587			
		5,854,548					**5,552,596**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Photocopier x 2	RCB	6,250		0		(4,118)	6,250	2,132		(485)
Total		**6,250**	**0**	**0**	**0**	**(4,118)**	**6,250**	**2,132**	**0**	**(485)**
Current lease liabilities		3,420					3,420			
Non-current lease liabilities		2,830					2,830			
		6,250					**6,250**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION
At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		144,786	0	0	0	144,786
Total other liabilities		144,786	0	0	0	144,786
Employee Related Provisions						
Provision for annual leave		129,917	0	0	0	129,917
Provision for long service leave		174,501	0	0	0	174,501
Total Provisions		304,418	0	0	0	304,418
Total other current liabilities		**449,204**	**0**	**0**	**0**	**449,204**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions		
	Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2026	Current Liability 31 May 2026	Current Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Grants and subsidies									
3030210	GEN PUR - Financial Assistance Grant - General				0		990,362	983,888	1,206,001
3030211	GEN PUR - Financial Assistance Grant - Roads				0		429,642	429,640	181,579
3050101	FIRE - Reimbursements				0		0	0	11,765
3050301	OLOPS - Reimbursements				0		0	0	27,159
3050310	OLOPS - ESL Operating Grant				0		96,410	96,408	82,259
3120200	ROADM - Street Lighting Subsidy				0		450	0	0
3120210	ROADM - Direct Road Grant (MRWA)				0		205,143	205,143	201,013
3030122	RATES - Reimbursement of Debt Collection Costs				0		15,000	13,750	3,323
3030235	GEN PUR - Other Income				0		1,500	1,375	0
3120113	ROADC - Other Grants - Roads/Streets				0		0	0	414
3110301	REC - Reimbursements - Other Recreation				0		700	638	1,570
3140410	POC - Fuel Tax Credits Grant Scheme				0		57,000	52,250	57,675
3040101	MEMBERS - Reimbursements				0		0	0	350
3140201	ADMIN - Reimbursements				0		0	0	2,621
3140237	ADMIN - Admin Rebates				0		0	0	16,968
3140301	PWO - Other Reimbursements				0		14,000	12,826	15,317
3140401	POC - Reimbursements				0		0	0	207,704
3110310	REC - Grants				0		0	0	2,000
3110511	LIB - Other Grants				0		24,000	22,000	0
3110710	OTH CUL - Grants - Other Culture				0		8,000	7,326	9,975
3140501	SAL - Reimbursement - Workers Compensation				0		0	0	17,841
		0	**0**	**0**	**0**	**0**	**1,842,207**	**1,825,244**	**2,045,532**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider		Capital grant/contribution liabilities: Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2026	Current Liability 31 May 2026	Capital grants, subsidies and contributions revenue: Amended Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Capital grants and subsidies									
3050316	OLOPS - Other Grants				0		0	0	230,850
3110310	REC - Grants				0		263,221	241,285	292,093
3120110	ROADC - Regional Road Group Grants (MRWA)				0		586,333	586,333	0
3120111	ROADC - Roads to Recovery Grant				0		600,000	450,000	690,891
3080700	WELFARE - Contributions & Donations				0		36,340	33,308	36,339
3120113	ROADC - Other Grants - Roads/Streets				0		300,000	275,000	301,431
3110511	LIB - Other Grants				0		0	0	24,000
		0	**0**	**0**	**0**	**0**	**1,785,894**	**1,585,926**	**1,575,604**

SHIRE OF COOROW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

General rate revenue

				Budget			YTD Actual		
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
GRV General	0.1184	704	9,929,654	1,175,949		1,175,949	1,175,949	27,681	1,203,630
Unimproved value									
UV Agriculture	0.7400	199	357,153,009	2,642,575		2,642,575	2,642,575	13,632	2,656,207
UV Mining	0.1775	16	898,791	159,512	5,000	164,512	159,512	2,180	161,692
UV Exploration	0.1923	10	89,217	17,155		17,155	17,155		17,155
Sub-Total		**929**	**368,070,671**	**3,995,191**	**5,000**	**4,000,191**	**3,995,192**	**43,493**	**4,038,685**
Minimum payment	**Minimum Rate**								
Gross rental value									
GRV General	1,018.00	263	1,174,189	267,734		267,734	267,734	0	267,734
Unimproved value									
UV Agriculture	1,018.00	10	414,400	10,180		10,180	10,180	0	10,180
UV Mining	1,018.00	8	23,844	8,144		8,144	8,144		8,144
UV Exploration	436.00	8	11,965	3,488		3,488	348	0	348
Sub-total		**137**	**1,624,398**	**289,546**	**0**	**289,546**	**286,406**	**0**	**286,406**
Total general rates			**369,695,069**	**4,284,737**	**5,000**	**4,289,737**	**4,281,598**	**43,493**	**4,325,091**

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

Nil

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 15 July 2026 from 5:00PM. (Coorow Council Chambers)

15.2 CLOSURE OF MEETING

There being no further business the President, President G Sims closed the meeting at type time**.**