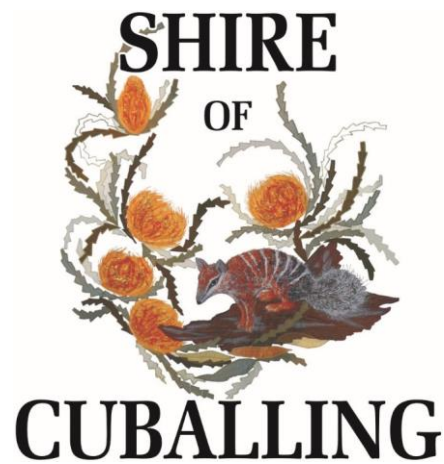




*A progressive, diverse and caring community,
with access to modern services and infrastructure,
in a unique part of the world*

Shire of Cuballing – Council Meeting

AGENDA

To Be Held

Wednesday 22nd October 2025
3.00 pm
Cuballing CWA Hall

COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Shire.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing 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/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

Shire of Cuballing Strategic Community Plan 2023-2033

Our Heart, Our Home

VISION

A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.

GOALS

Social

- ☑ A place where people of all ages, abilities and stages of life are active and connected.

Economic

- ☑ Business is thriving, with ample local employment, and opportunities for existing and new businesses to grow.

Natural Environment

- ☑ The natural environment is protected, enhanced, and managed, and enjoyed by locals, and proudly shared with visitors.

Built Environment

- ☑ People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

Governance

- ☑ Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

STRATEGIC PRIORITIES

Social

- ☑ Enhancing focus on emergency management (incl. dual use of Equestrian Centre for evacuation).
- ☑ Improving Cuballing Recreation Centre.
- ☑ Increasing community gatherings and spaces.

Economic

- ☑ Defining and developing Town Centres.
- ☑ Establishing a Light Industrial Area (LIA).
- ☑ Increasing tourism, particularly through trail development.
- ☑ Developing and promoting the equestrian sector.

Natural Environment

- ☑ Restoring the river at Popanyinning.
- ☑ Establishing Popanyinning wetlands.
- ☑ Reducing pests and weeds, working with Peel Harvey Catchment.
- ☑ Increasing native planting.

Built Environment

- ☑ Improving footpaths, linking aged units to Cuballing Town Centre.
- ☑ Upgrading major roads (esp. Wheatbelt Secondary Freight Network).
- ☑ Improving drainage.
- ☑ Increasing heritage protection and telling our story.

Governance

- ☑ Enhancing community information and engagement.

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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

Prior to the commencement of the meeting, newly elected members of the Council will make their declarations and be sworn in by the Shire of Cuballing Chief Executive Officer, Mr Chris Paget.

The CEO will take the Chair and open the meeting.

2. ELECTION OF PRESIDENT AND DEPUTY PRESIDENT

2.1.1 Election of President

Summary

Following the Local Government Elections, it is necessary for the Council to elect a Shire President from amongst the Elected Members.

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Presiding Member for the next two years are to be addressed to the Chief Executive Officer.

Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office. Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the President is required to make a Declaration of Office.

Statutory Environment

Local Government Act 1995

Division 1 — Mayors and Presidents

1. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of councillor mayor or president.

2. When council elects Mayor or President

(1) *The office is to be filled as the first matter dealt with —*

(a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*

(b) *at the first meeting of the council after an extraordinary vacancy occurs in the office.*

(2) *If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.*

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How Mayor or President is elected

(1) *The council is to elect a councillor to fill the office.*

- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.*

[Clause 4 amended: No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

- (1) *If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.*
- (3) *When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*

The Chief Executive Officer will conduct the election for the position of Shire President.

At the conclusion of the election and upon making the declaration of office, the CEO will hand over to the Shire President to take the chair.

2.1.2 Election of Shire Deputy President

Summary

It is necessary for Council to elect a Deputy Shire President.

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Deputy President for the next two years are to be addressed to the Chief Executive Officer. Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election, the Deputy President is required to make the Declaration of Office.

Statutory Environment

Local Government Act 1995

Division 2 — Deputy Mayors and Deputy Presidents

6. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of Deputy Mayor or Deputy President.

7. When council elects Deputy Mayor or Deputy President

- (1) *If the local government has an elector Mayor or President the office of Deputy Mayor or Deputy President is to be filled as the first matter dealt with —*
 - (a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
 - (b) *at the first meeting of the council after an extraordinary vacancy occurs in the office.*
- (2) *If the local government has a councillor Mayor or President the office of Deputy Mayor or Deputy President is to be filled —*
 - (a) *as the next matter dealt with after the Mayor or President is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
 - (b) *subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.*
- (3) *If at a meeting referred to in clause 2(1)(b) the Deputy Mayor or Deputy President is elected to be the Mayor or President, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.*

8. How Deputy Mayor or Deputy President is elected

- (1) *The council is to elect a councillor (other than the Mayor or President) to fill the office.*
- (2) *The election is to be conducted in accordance with the procedure prescribed by the Mayor or President, or if he or she is not present, by the CEO.*
- (3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*

- (3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.*
[Clause 8 amended: No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]

9. Votes may be cast a second time

- (1) *If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
- (3) *When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.*

The Shire President will conduct the election for the position of Shire Deputy President.

2.1.3 Allocation of Councillors Seats

Summary

Council is to allocate seats at the Council table for Councillors.

Comment

Council's Standing Orders Local Law requires that the Chief Executive Officer allocate a position at the Council table at the first ordinary meeting after an election.

The only Councillor not to be allocated a seat at the table is the Shire President who will sit at the head of the Council.

Statutory Environment

Shire of Cuballing -Standing Orders Local Law

8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions.

The Chief Executive Officer will allot seats at the Council table for Councillors.

3. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE:

3.1.1 Attendance

Elected Members

Cr Robert Harris
Cr Scott Ballantyne
Cr Steve Sexton
Cr elect TBA
Cr elect TBA
Cr elect TBA

Staff

Mr Chris Paget	Chief Executive Officer
Mr Anthony Mort	Acting Manager of Works and Services

Visitors

3.1.2 Apologies

Ms Narelle Rowe	Deputy Chief Executive Officer
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3.1.3 Leave of Absence

4. PUBLIC QUESTION TIME:

The Shire of Cuballing maintains a policy on the Management of Public Question Time. The policy is available in full in the Shire Policy Manual which can be found on the Shire's website:

www.cuballing.wa.gov.au

Some of the notable provisions are:

- 1 Persons are encouraged to provide a written copy of their question.
- 2 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 3 Statements are not to precede the asking of a question during public question time.
- 4 Public question time will be limited 15 minutes. It may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated will not exceed forty-five (45) minutes in total.
- 5 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Shire employee. The Presiding Member shall decide to:
 - Accept or reject any question and his/her decision is final.
 - Nominate a member of the Council and/or Shire employee to respond to the question.
 - Take a question on notice. In this case a written response will be provided as soon as possible and included in the agenda of the next Council meeting.
- 6 Where an elected member is of the opinion that a member of the public is:
 - asking a question at a Council meeting, that is not relevant to the operations of the Shire of Cuballing; or
 - making a statement during public question time.they may bring it to the attention of the meeting.
- 7 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 8 Public Question Time should be used as a means to obtain information that would not be made available if it were sought from the Shire's records under *Section 5.94* of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*.
- 9 Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.
- 10 Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

4.1 Response to Previous Questions Taken on Notice

4.2 Written Questions Provided in Advance

4.3 Public Questions from The Gallery

5. STANDING ORDERS:

OFFICER'S RECOMMENDATION:

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved _____ Seconded _____

6. APPLICATIONS FOR LEAVE OF ABSENCE:

7. CONFIRMATION OF MINUTES:

7.1.1 Special Meeting of Council held on Tuesday 2nd September 2025

OFFICER'S RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on Tuesday 2nd September 2025 be confirmed as a true record of proceedings.

Moved _____ Seconded _____

7.1.2 Ordinary Meeting of Council held on Wednesday 17th September 2025

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 17th September 2025 be confirmed as a true record of proceedings.

Moved _____ Seconded _____

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil.

9. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

Name	Item No	Interest	Nature

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

Name	Item No	Interest	Nature

10. REPORTS OF OFFICERS AND COMMITTEES:

10.1 DEPUTY CHIEF EXECUTIVE OFFICER:

10.1.1 List of Payments – September 2025

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	16 th October
Author:	Careese Ranieri
Attachments:	9.1.2A List of Municipal Accounts 9.1.2B List of Credit Card Transactions 9.1.2C Petty Cash and Coles Card

Summary

Council is to review payments made under delegation in September 2025.

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of September 2025 as listed in the attachments.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council receives:

1. the List of Accounts paid in September 2025 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$603642.23 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30th September 2025 included at Attachment 9.1.2B.
3. a summary of transactions completed on Petty Cash for the period ending 30th September 2025.

10.1.1A List of Payments – September 2025

Chq/EFT	Date	Name	Description	Amount
854	02/09/2025	Police Licensing Payments	Police Licensing Payments	-38.80
EFT9964	02/09/2025	LGIS Broking (Jlt Risk Solutions Pty Ltd)	Carriers Liability - 2025/2026	-1580.70
EFT9965	02/09/2025	LGIS Insurance	LGIS - Workers Compensation	-130414.86
854	03/09/2025	Police Licensing Payments	Police Licensing Payments	-1108.70
EFT9996	04/09/2025	Wren Oil	Disposal Of Waste Oil	-1404.70
EFT9995	04/09/2025	Wheatbelt Strength & Conditioning	Exercise Classes - August 2025	-660.00
EFT9994	04/09/2025	Westrac	1 X Silicone O -Ring Kit	-1852.83
EFT9993	04/09/2025	WA Traffic Planning	Traffic Management Plan for Cuballing East Road	-825.00
EFT9997	04/09/2025	Whitford Fertilisers Narrogin	Use Of Weighbridge 25/26 - July 2025	-55.00
EFT9992	04/09/2025	WA Local Government Association (Walga)	Central Country Zone of Walga Annual Subscription 2025/2026	-1100.00
EFT9998	04/09/2025	Zircodata Pty Ltd	Storage - Storage Period: 01/07/2025-31/07/2025	-28.90
854	04/09/2025	Police Licensing Payments	Police Licensing Payments	-442.75
20369	04/09/2025	Shire Of Cuballing	Rubbish Charges for Shire properties	-3495.20
EFT9988	04/09/2025	Southwest Vehicle Group - Narrogin Ford	75,000 Km Service	-467.50
EFT9987	04/09/2025	Shire Of Narrogin	600lt Of Emulsion	-958.50
EFT9991	04/09/2025	Total Undercar	2 X New Tyres 255/70/160pat3	-785.50
EFT9990	04/09/2025	Team Global Express Pty Ltd	2025/2026 Freight Charges	-43.58
EFT9989	04/09/2025	T/A Octave Holdings (Narrogin Toyota) Narrogin Stihl	1 X Stihl Blower BGA 45 For Cleaner	-220.00
EFT9986	04/09/2025	Repco Australia	One Bi Oil Filter	-22.55
EFT9985	04/09/2025	Regional Development Australia Wheatbelt Inc	2025-2026 Subscription for Grant Guru Portal	-550.00
EFT9966	04/09/2025	Bks Electrical	10 X Gate Remotes	-962.50
EFT9967	04/09/2025	BMR Mechanical, B & A Rowe Pty Ltd Atf the Rowe Family Trust	Service Semi Side Tipping Trailer CN1002	-18785.78
EFT9968	04/09/2025	Best Office Systems	Monthly Photocopying Charges 25/26	-1055.04
EFT9969	04/09/2025	Corsign (WA) Pty Ltd	List Of Sign – Darcy Street	-1220.23
EFT9970	04/09/2025	Dews Mini Excavations	Footpath Back Fill	-2805.00
EFT9971	04/09/2025	Department Fire and Emergency Services	2025/2026 ESL Levy	-72576.00
EFT9972	04/09/2025	Edge Planning & Property	Town Planning Consultancy Services - July	-2441.86
EFT9973	04/09/2025	FarmWorks Narrogin	15 X Bundles Of 117 Droppers	-3476.00
EFT9974	04/09/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 25/26	-6880.98
EFT9975	04/09/2025	Garretts Carpet Clean	Cleaning Of Tile In Bathroom	-180.00
EFT9976	04/09/2025	Industrial Automation Group Pty Ltd	Annual Fees & Charges 25/26	-2250.60
EFT9977	04/09/2025	It Vision Software Pty Ltd (Trading as ReadyTech)	It Vision Annual Subscription 2025/2026	-32270.40

EFT9978	04/09/2025	Keeling Electrical Group Pty Ltd	Replace Power Point in Men's Toilet	-238.91
EFT9979	04/09/2025	Narelle Gay Rowe	Reimbursement of Electricity	-247.26
EFT9980	04/09/2025	Narrogin Glass & Quick fit Windscreens & Narrogin Window Tinting	Perspex To Make a New Window Drivers Side	-83.40
EFT9981	04/09/2025	Nicholls Bus And Coach Service	Annual Inspection for Toyota Coaster Bus	-286.40
EFT9982	04/09/2025	Peter John Denton	Art Classes 2025/2026 - August 2025	-500.00
EFT9983	04/09/2025	Power Networx	Telstra Internet Fibre Network 25/26 - September 2025	-416.90
EFT9984	04/09/2025	R Munns Engineering Consulting Services	Engineer Consulting Work WSNF Development Wandering Narrogin Rd	-13863.46
854	05/09/2025	Police Licensing Payments	Police Licensing Payments	-226.90
854	08/09/2025	Police Licensing Payments	Police Licensing Payments	-1041.60
854	10/09/2025	Police Licensing Payments	Police Licensing Payments	-1401.15
DD4932.9	10/09/2025	Rest	Superannuation Contributions	-228.00
DD4932.8	10/09/2025	Colonial First State	Superannuation Contributions	-367.07
DD4932.1	10/09/2025	Australian Super	Payroll Deductions	-2639.91
DD4932.2	10/09/2025	Aware Super Pty Ltd	Superannuation Contributions	-4807.48
DD4932.3	10/09/2025	Matrix Superannuation	Superannuation Contributions	-281.25
DD4932.7	10/09/2025	Hostplus Super	Superannuation Contributions	-97.34
DD4932.6	10/09/2025	MLC Super Fund	Superannuation Contributions	-1380.38
DD4932.5	10/09/2025	Care Super	Superannuation Contributions	-209.74
DD4932.4	10/09/2025	Mercer Superannuation	Superannuation Contributions	-599.81
854	11/09/2025	Police Licensing Payments	Police Licensing Payments	-394.30
854	12/09/2025	Police Licensing Payments	Police Licensing Payments	-78.30
854	15/09/2025	Police Licensing Payments	Police Licensing Payments	-2011.45
854	16/09/2025	Police Licensing Payments	Police Licensing Payments	-123.05
854	17/09/2025	Police Licensing Payments	Police Licensing Payments	-1999.60
EFT9999	18/09/2025	Octave Holdings T/A Narrogin Toyota Mazda	Purchase Of Toyota Prado	-29000.00
EFT10003	19/09/2025	Cuballing Building Company	Silicon Roof Up for Shire Depot	-154.00
EFT10004	19/09/2025	Cuballing Roadhouse Restaurant & LPO Pty Ltd	Monthly Account – August 2025	-647.70
EFT10005	19/09/2025	Dx Print Group Pty Ltd	Rates Stationery & Envelopes	-2530.00
EFT10006	19/09/2025	Eftsure Pty Ltd	Monthly Subscription Charges 25/26 - September 2025	-676.50
EFT10007	19/09/2025	Edge Planning & Property	Town Planning Consultancy Services 25/26 - August 25	-2483.25
EFT10008	19/09/2025	Fulford Earthmoving & Civil	Gravel Stockpiling 22,000m3 In Burges Pit	-38720.00
EFT10009	19/09/2025	Goodyear Autocare Narrogin	Repair Tyre on Prime Mover	-60.00
EFT10010	19/09/2025	Hersey Safety Pty Ltd	Materials for Shire Depot	-1636.80
EFT10011	19/09/2025	Lg Corporate Solutions Pty Ltd	Preparation Of 2025/2026 Statutory Budget	-22721.51
EFT10012	19/09/2025	LGIS Insurance	Workers Compensation 2025/2026	-6899.15
EFT10013	19/09/2025	Mckenzie's Transport	Monthly Freight Charges - RCPA	-2286.64
EFT10014	19/09/2025	Mcdougall Weldments	Repair Cracked Mud Guard on CN 272 UD	-310.20

EFT10015	19/09/2025	Melchiorre Plumbing and Gas	Inspect And Find Fault with Leech Drain Alarms at Aged Care	-137.50
EFT10016	19/09/2025	Narrogin Auto Electrics	Repairs To Door Closure on Toyota Bus & Install New Radio Repairs to Windscreen Washer	-2097.77
EFT10017	19/09/2025	Narrogin Betta Home Living	1 X Vacuum Cleaner	-327.00
EFT10018	19/09/2025	Narrogin Pumps Solar and Spraying	1 X 12v Battery for Sprayer 4 X Spark Plugs for Honda Motors	-95.15
EFT10019	19/09/2025	Narrogin Glass & Quickfit Windscreens & Narrogin Window Tinting	Install Window Tinting on New Toyota Prado	-440.00
EFT10020	19/09/2025	Narrogin Tyrepower	Repair To Prime Mover and Trailer Tyres and Rims	-5461.50
EFT10021	19/09/2025	Shire Of Narrogin	Library Services Annual Contribution 2024/2025	-9350.00
EFT10022	19/09/2025	Security Man Pty Ltd	Quarterly Monitoring Costs - Office Security System - Oct to Dec 2025	-110.00
EFT10023	19/09/2025	Team Global Express Pty Ltd	2025/2026 Freight Charges - Westrac	-43.58
EFT10024	19/09/2025	Vizona Pty Ltd	5 X Roadwise Solar Powered Speed Radar Signs and Fittings	-16857.50
EFT10025	19/09/2025	Westrac	Inspect And Repair Ride Control on Cat 938	-3463.65
EFT10026	19/09/2025	Zircodata Pty Ltd	Monthly Archive Fees - August 2025/2026	-61.38
EFT10002	19/09/2025	Corsign (WA) Pty Ltd	List Of Sign – Campbell Street	-2544.96
EFT10000	19/09/2025	Air Response	Find And Fix Fault with Air Conditioner in the Server Room	-286.00
EFT10001	19/09/2025	Cannon Hygiene Australia Pty Ltd	Sanitary Bin Service – All Shire Facilities	-2218.43
854	19/09/2025	Police Licensing Payments	Police Licensing Payments	-4468.60
854	22/09/2025	Police Licensing Payments	Police Licensing Payments	-436.05
854	23/09/2025	Police Licensing Payments	Police Licensing Payments	-1408.05
854	24/09/2025	Police Licensing Payments	Police Licensing Payments	-1200.90
854	24/09/2025	Ato Clearing Account Bas	Ato Clearing Account Bas	-108073.00
DD4942.9	24/09/2025	Rest	Superannuation Contributions	-228.00
DD4942.8	24/09/2025	Colonial First State	Superannuation Contributions	-367.07
DD4942.1	24/09/2025	Australian Super	Payroll Deductions	-2795.73
DD4942.2	24/09/2025	Aware Super Pty Ltd	Superannuation Contributions	-3690.36
DD4942.3	24/09/2025	Matrix Superannuation	Superannuation Contributions	-281.25
DD4942.4	24/09/2025	Mercer Superannuation	Superannuation Contributions	-599.81
DD4942.5	24/09/2025	Care Super	Superannuation Contributions	-209.74
DD4942.6	24/09/2025	MLC Super Fund	Superannuation Contributions	-1380.38
DD4942.7	24/09/2025	Hostplus Super	Superannuation Contributions	-103.03
854	25/09/2025	Police Licensing Payments	Police Licensing Payments	-832.15
DD4948.1	25/09/2025	Synergy	Electricity Charges - Street Lights X 43	-112.27
854	30/09/2025	Police Licensing Payments	Police Licensing Payments	-1352.55
Total				-603642.23

10.1.1B List of September 2025 Credit Card Transactions

Name	Description	Amount
MoreTelecom	Internet for CEO Residence - Monthly	\$ 94.00
Caltex Busselton	Fuel for CEO Vehicle	\$ 60.00
Perth Convention Centre	Parking - WALGA AGM	\$ 31.30
Adina Perth	Parking - WALGA AGM	\$ 60.72
Perth Convention Centre	Parking - WALGA AGM	\$ 31.30
Perth Convention Centre	Parking - WALGA AGM	\$ 12.62
Perth Convention Centre	Parking - WALGA AGM	\$ 7.57
Perth Convention Centre	Parking - WALGA AGM	\$ 57.55
Adina Perth	Accommodation for CEO - WALGA AGM	\$ 1,116.68
Adina Perth	Accommodation for Cr Kowald - WALGA AGM	\$ 935.90
Adina Perth	Accommodation for Cr. Dowling - WALGA AGM	\$ 935.90
7 Eleven Dalyellup	Fuel for CEO Vehicle	\$ 162.83
Crown Promenade	Parking - Community Development Conference	\$ 57.66
Starlink	Internet for the Popanyinning School	\$ 139.00
7 Eleven Dalyellup	Fuel for CEO Vehicle	\$ 164.36
LG Professionals	25/26 Bronze Local Government Subscription	\$ 660.00
Crown Promenade	Accommodation for CEO - Community Development Conference	\$ 697.94
Dep. Of Justice	Court Filing Fees - Opray	\$ 194.30
Liberty	Fuel for CEO Vehicle	\$ 148.71
Coles - Narrogin	Refreshments for Shire Council Meeting	\$ 99.00
7 Eleven Dalyellup	Fuel for CEO Vehicle	\$ 125.18
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 50.73
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 47.01
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 41.02
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 43.42
GSM Outdoors	Monthly Charge	\$ 30.38
NAB	International Transaction Fee	\$ 0.91
Cuballing Tavern	Dinner for September Council Meeting	\$ 454.59
DWER	Clearing Permit	\$ 2,600.00
Harvey Norman	Gopro for Shire Roadworks as per Mainroads request	\$ 883.00
Sydney Tools	Screw Extractor & Bolt Remover	\$ 87.75
Phone Planet	Iphone Case - MWS	\$ 40.00
Shire of Cuballing	Vehicle Movement Permits for CN2292	\$ 58.90
Pivotel	Trak Spoting for Works Crew	\$ 93.00
Total		\$ 10,223.23

10.1.1C	List of September 2025 Petty Cash Transactions
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	Refreshments	Art Classes	Admin Other	Stationery	
Item Description	1041050	CE01	J4114		Total
Groceries	203.30				
Misc(Cleaning supplies)			60.60		
Stationary/Postage					
Materials		\$39.45			
Licensing					
				Total	\$303.35

10.2 CHIEF EXECUTIVE OFFICER:

10.2.1 Application for Development Approval – Piggery (animal husbandry – intensive) expansion – Lot 4301 & Lot 13054 (No. 1395) Yornaning Road, Lol Gray

Location:	Lot 4301 & Lot 13054 Yornaning Road, Lol Gray
Applicant:	Dawson Bradford (Hillcroft Farms)
Landowner:	Dawson Bradford (Hillcroft Farms)
File Ref. No:	A342
Disclosure of Interest:	Nil
Date:	15 October 2025
Author:	Chris Paget
Attachments	10.2.1A Information from applicant 10.2.1B Location plans 10.2.1C Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>

Summary

Development approval is recommended for the expansion of the piggery (animal husbandry – intensive) at Lot 4301 and Lot 13054 (No. 1395) Yornaning Road, Lol Gray.

Background

1. The application

The applicant seeks development approval to demolish 5 existing piggery sheds, construct 9 new piggery sheds and expand the existing effluent ponds. This will assist in increasing the capacity from a 1400 sow farrow to finish operation to a 2500 sow farrow to finish operation.

The new sheds:

- Allow for improved climate-controlled conditions and industry animal welfare spacing requirements for the farrowing sows: and
- Are located a minimum of 50m from the western boundary (State Forest Reserve) and a minimum of 30m from the Yornaning Road reserve in accordance with the *Shire of Cuballing Local Planning Scheme No. 2*.

The expanded effluent ponds include:

- A covered anaerobic pond (140m x 83m) located close to existing ponds 1-3; and
- An additional storage pond (100m x 167m) located close to existing ponds 4 & 5.

A works approval is being concurrently submitted with the Department of Water, Environment and Regulation (DWER) for the increase in pig numbers and animal feed production. The current feedmill is licensed to produce 10,000T per annum. A separate application has been lodged with DWER for an increase in production to 20,000T per annum.

Details submitted by the applicant are as set out in the report Attachment 10.2.1A. These details include information relating to the property, existing infrastructure, proposed piggery operation, piggery management, staff numbers, environmental impacts and mitigation measures, community amenity and various plans. The information provided by the applicant provides background information which is generally not repeated in this report to Council.

2. Application site

The site consists of Lot 13054 and Lot 4301 Yornaning Road, Lol Gray. The site's location is outlined in Attachment 10.2.1B which is approximately 13 kilometres south south-west of Popanyinning.

The site:

- Contains an operational piggery with associated sheds, feedmill, infrastructure and effluent ponds;

- Has a combined area of 98.9709 hectares (the landowner also owns a number of adjoining and nearby lots);
- Is surrounded by Lol Gray State Forest to the west and south, and rural properties (owned by the applicant) to the north and east; and
- Contains no dwellings.

Further details relating to the application site, including its characteristics, are set out in Attachment 10.2.1A.

3. *Public consultation*

The Shire administration sent letters to stakeholders including landowners within 3km of the property and relevant State Government authorities seeking comment on the application for 42 days. Additionally, the Shire invited comments through a notice in the Narrogin Observer, Shire website and Shire Facebook page. Details were also provided at the Shire office.

The Shire received no submissions.

4. *Planning framework*

There are a range of planning and environmental legislation, strategies, policies and guidelines relevant to the application. Some of these are outlined below with others listed under Statutory Environment.

A) *Shire of Cuballing Local Planning Scheme No. 2*

The site is zoned 'Rural' in the *Shire of Cuballing Local Planning Scheme No. 2* (LPS2).

The piggery use is defined in LPS2 as 'animal husbandry-intensive' which 'means premises used for keeping, rearing or fattening of alpacas, beef and dairy cattle, goats, pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production), sheep or other livestock in feedlots, sheds or rotational pens but excludes agriculture - extensive.'

Animal husbandry-intensive is an 'A' use in the Rural Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice (seeking comment) in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The application is consistent with LPS2 aims, zone objectives, setbacks and standards.

Attachment 10.2.1C sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in determining Development Application and options in determining applications.

B) *Shire of Cuballing Local Planning Strategy*

The application is consistent with the Strategy for reasons including:

- It 'promotes agriculture as a key economic and social driver within the district' (key objective);
- The site is allocated as 'Rural' on the Strategy Plan and is distant from townsites and rural living areas; and
- It supports diversifying and growing the local economy.

C) *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses*

This Environmental Protection Authority document provides generic buffer (separation) distances for a range of activities. In relation to piggeries, it sets out a buffer of 5000 metres for piggery-intensive (premises on which pigs are fed, watered and housed in indoor pens) for piggeries with more than 5000 pigs. For piggery – extensive, premises on which pigs are fed, watered and housed in outside paddocks or enclosures, the buffer is 1000 metres.

The expansion of the piggery meets all required separation distances.

D) National Environmental Guidelines for Piggeries

This document completed by Australian Pork Limited is an industry prepared guideline that provides a nationally agreed approach to management of pig production in Australia to achieve environmental goals. This document considers separation distances from areas of by-product use to relevant receptors and features.

Details relating to separation distances and associated management are outlined in Attachment 10.2.1A.

E) Bushfire Prone Area

The piggery and portions of the application site are partially located with a Bushfire Prone Area.

Comment

A) Overview

It is recommended that Council conditionally approve the expansion of the piggery. This follows assessment against LPS2, the Local Planning Strategy, other relevant planning and environmental documents, information provided by the applicant, considering the views of the submitters and site characteristics. Conditional approval is recommended for reasons including:

- The application is consistent with the planning framework including that there are appropriate buffers to off-site dwellings and there are no identified adverse off-site impacts to broadscale agriculture;
- The area will remain rural for the long-term (there are no proposals for the area to be changed to rural residential or rural smallholding);
- The expansion of the piggery meets all setback requirements;
- No clearing of native vegetation is proposed;
- There are minimal traffic impact implications;
- It supports a local business, supports diversifying the local economy and promotes employment opportunities;
- Development conditions along with Health Local Laws registration, industry certification and DWER works approval and licencing can assist to minimise impacts and enhance amenity; and
- No objections were received on the Development Application. Accordingly, it can only be assumed that adjoining/surrounding landowners and other stakeholders have no objections.

While noting the above, there are various issues associated with the piggery which should be considered by the Council in determining the Development Application.

B) Key issues

The key issues with the application are summarised below:

- Setbacks/buffers – the landowner needs to continue to own or control the buffer land;
- On-going management - the responsibility for appropriate on-going management rests with the operator. This includes ensuring that the piggery does not create inappropriate impacts such as odour, noise and dust to adjoining/nearby properties. Additionally, that the operator appropriately addresses matters such as biosecurity and mortalities management. It is suggested that these matters can be appropriated addressed through quality assurance undertaken by the operator and be enforced through the *Shire of Cuballing Health Local Laws 2007*; and
- Fire management including reducing fire risk.

C) Buffers/setbacks

Piggeries by their nature of operations have the potential to create emissions including odour, noise and dust. Better planning practice requires a suitable buffer between piggeries and 'sensitive' uses such as dwellings. Accordingly, piggeries should be sited and operated to prevent unreasonable interference with the health, welfare, convenience, comfort or the amenity of neighbours.

It is noted that the established piggery is well setback from dwellings not forming part of the applicant's farm. The piggery is appropriately sited to minimise off-site impacts to dwellings owned by other landowners. The nearest dwellings, not owned by the applicant, are approximately 1.6km and 2.7km from the piggery. The nearest dwellings are both owned by the applicant and are approximately 1.3km and 1.4km from the piggery.

Accordingly, odour, noise and dust are unlikely to have a detrimental impact on existing off-site dwellings provided the piggery is appropriately managed in accordance with the relevant guidelines. The operator's extensive track record, where no concerns have been raised with the Shire, provides increased assurances that odour, noise and dust can be effectively managed.

The calculated separations distance for the proposed expansion of the piggery, per the National Environmental Guidelines for Indoor Piggeries - Siting and Design (2025) are:

- 1334m to a legal dwelling;
- 1739m to rural residential; and
- 3899m to a township.

The proposed expansion of the piggery provides adequate separation to the nearest dwellings and townships.

D) Environmental Impact

An Environmental Risk Assessment has been included as part of the Works Approval Application to DWER. This identifies risks that the piggery may pose to the environment and appropriate management of these to minimise the likelihood of harm. This has been included as an appendix to this application, refer to Appendix E (Works Approval Application Extract: Part 7 Environmental Risk Assessment).

E) Registration, works approval and licencing

Should the Council grant development approval, there is a separate requirement for the landowner/operator to make an Application for Registration of Premises for Offensive Trade to the Shire. This is to address the *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911* and the *Shire of Cuballing Health Local Laws 2007*. Amongst matters, the Health Local Laws requires the operator to prevent nuisances impacting human health and to ensure there is appropriate land management.

There is a requirement to separately obtain a DWER works approval and associated modified licence from DWER.

F) Quality assurance

The Australian Pork Industry Quality Assurance Program (APIQ) provides the framework and standards by which Australian pig producers can demonstrate they are responsible farmers who care for their animals and the environment by following safe and sustainable practices contained in their publications. APIQ accreditation provides an additional level of compliance to ensure that the piggery is managed and operated at an industry standard. Accreditation reduces the risk of piggeries creating negative impacts on the amenity of adjoining areas.

The Australian Pork Limited *National Environmental Guidelines for Piggeries* outline best practice management for Australian piggeries.

As part of the Development Application, the applicant's environmental consultant has prepared an Environmental Management Plan.

G) *Bushfire*

The site is partially within a Bushfire Prone Area. Noting *State Planning Policy 3.7 Bushfire*, the proposal does not trigger application of the policy as the Development Application is not for construction of a habitable building, and/ or use of a caravan park.

The proposed pig sheds and associated facilities are not deemed residential buildings. The requirements of NCC Vol 1, Part GS Construction in bushfire prone areas, do not apply to the proposed shed buildings.

Strategic Implications

Agriculture is the key industry within the Shire of Cuballing.

Statutory Environment

There is a range of legislation and regulations relevant to the application including:

- *Planning and Development Act 2005* and LPS2;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Environmental Protection Act 1986* and the *Environmental Protection Regulations 1987*;
- *Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911* - a piggery is defined as an offensive trade and must be registered with the local government on an annual basis;
- *Shire of Cuballing Health Local Laws 2007*;
- *Soil and Land Conservation Act 1945*; and
- *Biosecurity and Agriculture Management Act 2007* and *Biosecurity and Agriculture Management Regulations 2013*.

There are also a range of policies, strategies and publications including:

- *EPA Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses*;
- *EPA Guidance Statement No. 33 - Environmental Guidance for Planning and Development*;
- *State Planning Policy 2 Environment and Natural Resources Policy*;
- *State Planning Policy 2.5 Rural Planning* – objectives include to promote regional development through the provision of ongoing economic opportunities on rural land, to protect and improve environmental and landscape assets and to minimise land use conflicts;
- *State Planning Policy 2.9 Water Resources*;
- *National Environmental Guidelines for Piggeries*; and
- *DER Guidance Statement: Separation Distances (draft)* – August 2015 – sets a generic buffer of 1000 metres for noise impacts, with odour buffers determined through the criteria set out in the *National Environmental Guidelines for Piggeries*.

Policy Implications

It is suggested that Council may wish to clarify its approach to animal husbandry-intensive uses and possibly also for rural industries through preparing an associated Local Planning Policy.

Financial Implications

All costs associated with the development will be borne by the applicant/operator. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

Economic Implications

Approval of this application will formalise the existing use, assist to increase monies spent locally and assist with job creation.

Social Implications

No objections were received from adjoining/nearby landowners. Provided the landowner effectively manages the operation, the piggery should have manageable off-site impacts.

Environmental Considerations

It is suggested that the operator can suitably manage environmental impacts. There is a separate requirement for the operator to be registered for an offensive trade and to maintain accreditation, along with gaining a works approval and licence from DWER.

Consultation

Adjoining/nearby landowners, relevant State Government agencies and the community were invited to make comment on the Development Application.

Options

The Council can:

1. Approve the Development Application with no conditions;
2. Approve the Development Application with conditions;
3. Refuse the Development Application (providing reasons); or
4. Defer and seek additional information.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That the Council approve the Development Application for the expansion of the piggery (animal husbandry – intensive) at Lot 4301 on Deposited Plan 116163 and Lot 13054 on Deposited Plan 146817 (No. 1395) Yornaning Road, Lol Gray subject to the following conditions:

1. **The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**
2. **The applicant shall prepare and submit a Drainage Management Plan to the specification and satisfaction of the local government, prior to the local government registering the piggery under the *Shire of Cuballing Health Local Laws 2007*, which sets out:**
 - (i) **Attenuation measures such as earth bunds and interceptor drains to limit off-site impacts;**
 - (ii) **That waste water run-off and by-products from piggery operations including machinery, plant and equipment wash-down will drain into a suitable treatment system/s;**
 - (iii) **How the design addresses relevant *Water Quality Protection Note 26* and *Note 39* prepared by the Department of Water; and**
 - (iv) **How wastewater will not contaminate groundwater or surface waters.**

3. The approved Drainage Management Plan is to be suitably implemented to the satisfaction of the local government prior to the local government registering the piggery under the *Shire of Cuballing Health Local Laws 2007*.
4. The applicant to implement dust control measures for the piggery to the satisfaction of local government on an on-going basis.

Advice

- A) The applicant is advised that the piggery must comply with other statutory requirements including the *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911* and the *Shire of Cuballing Health Local Laws 2007*. The piggery shall be registered with the local government as an offensive trade under the *Shire of Cuballing Health Local Laws 2007*.
- B) The applicant is advised that the piggery is required to gain a Works Approval and a licence from the Department of Water and Environmental Regulation (DWER). The applicant is encouraged to contact DWER to confirm regulatory requirements under the *Environment Protection Act 1986* and the *Environmental Protection Regulations 1987*.
- C) The local government encourages the applicant to:
 - (i) Comply with the *National Environmental Guidelines for Piggeries* or any updates;
 - (ii) Continue to be registered and operated in accordance with the Australian Pork Industry Quality Assurance Program;
 - (iii) Undertake appropriate mortalities management practices to prevent groundwater and surface water contamination, odour nuisance, spread of infectious diseases and vermin breeding;
 - (iv) Maintain a complaints management system; and
 - (v) Report any environmental incident promptly to the Department of Water and Environmental Regulation and to the local government.
- D) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: <i>JAWSON BRADFORD</i>		
ABN (if applicable):		
Address: <i>Hillcroft Farms</i> <i>PO Box 111111 WA 6309</i> Postcode:		
Phone:	Fax:	Email:
Work: [REDACTED]		[REDACTED]
Home: [REDACTED]		
Mobile: [REDACTED]		
Contact person for correspondence: <i>JAWSON BRADFORD</i>		
Signature: <i>J Bradford</i>		Date: <i>30/7/25</i>
Signature:		Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		

Applicant Details (if different from owner)		
Name:		
Address:		
Postcode:		
Phone:	Fax:	Email:
Work:		
Home:		
Mobile:		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ☐ Yes ☐ No		
Signature:		Date:

Property Details		
Lot No: 4301 / 116163 13054 / 146817	House/Street No: 1395 Yornaning Rd, Lol Gray	Location No:
Diagram or Plan No:	Certificate of Title Vol. No: 1222	Folio: 559
Title encumbrances (e.g. easements, restrictive covenants): G813489, Q021363		
Street name: Yornaning Road	Suburb: Lol Gray	
Nearest street intersection: Yornaning Rd x Forestry Rd		

Proposed Development	
Nature of development:	☒ Works ☐ Use ☐ Works and use
Is an exemption from development claimed for part of the development? ☐ Yes ☒ No If yes, is the exemption for: ☐ Works ☐ Use	
Description of proposed works and/or land use: The proposal is to allow the demolition of five piggery sheds, construction of nine new piggery sheds, as part of a strategic expansion of the facility.	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: The site is a currently operational piggery.	
Approximate cost of proposed development: \$8,000,000	
Estimated time of completion: October 2027	

Acceptance Officer's initials: Local government reference No:	OFFICE USE ONLY Date received:
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67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

10.2.2 Appointments to Committees and of Delegates to External Groups

Applicant: N/A
 File Ref. No: ADM 65, ADM 66, ADM 67
 Disclosure of Interest: Nil
 Date: 15th October 2025
 Author: Chris Paget

Attachments: 10.2.2A 2025 WALGA Elected Member Prospectus
 10.2.2B Development Assessment Panel information

Summary

Council is to consider appointments to Committees of Council and Council delegate to organisations and Committees to which Council has membership or representation.

Background

At the Ordinary Meeting of Council held on 20th December 2023, Council appointed the following delegates to committees:

Committee / Body	Delegate	Deputy Delegate / Proxy
Audit Committee	Entire Council	
Cemeteries Advisory Committee	Cr Dowling	Cr Kowald
Bush Fire Advisory Committee	Cr Harris CEO	(*Former Cr Christensen)
Dryandra Regional Equestrian Park Management Committee	Cr Dowling	Cr Kowald
Cuballing Narrogin Local Emergency Management Committee (LEMC)*	Cr Dowling CEO	Cr Harris
Popanyinning Progress Association	Cr Kowald	Cr Dowling
Wheatbelt South Regional Road Group – Narrogin Subgroup	Cr Ballantyne	Cr Kowald
Central Country Zone of WALGA	Cr Dowling	Cr Harris
Development Assessment Panel	Cr Dowling Cr Kowald	Cr Ballantyne Cr Sexton
Plant Management Review Group	Cr Kowald	Cr Harris
Cuballing Volunteer Action Group	Cr Ballantyne	Remain vacant
Shire of Narrogin's CATS Stakeholder Reference Group	Cr Ballantyne	Remain vacant

Narrogin Dryandra Visitor Centre	Cr Kowald	Remain vacant
Business Advisory Committee	Cr Kowald	Cr Sexton

On Saturday 18th October 2025 new Councillors for the Shire of Cuballing were elected. As a result, Council will need to revisit its existing appointments and determine new representatives where required.

Comment

Details of the positions are set out below.

Committee/Service	Comment
Audit Committee	An Audit, Risk and Improvement Committee is a mandatory requirement under the <i>Local Government Amendment Act 2024</i>: <i>Division 1A — Audit, risk and improvement committee</i> <i>7.1A Establishment of audit, risk and improvement committee.</i> <i>(1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.</i> <i>(2) The following provisions apply in respect of the membership of the audit, risk and improvement committee:</i> <i>(a) an employee of the local government is not to be a member.</i> <i>(b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government.</i> <i>(c) section 5.10(1)(b) does not apply.</i> <i>(3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.</i> <i>(4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.</i> In the past all Councillors have been members of the Audit Committee. Council can opt to continue with this practice or select only a portion of the Council. As a result of the changes provided by the <i>Local Government Amendment Act 2024</i> the Shire of Cuballing is now required to recruit two independent members to the ARIC. Applications for these roles made through the WALGA Panel are currently being assessed and will be the subject of a separate report to Council at the next meeting. An independent member is to act as the Presiding Member/Chair over the ARIC meetings ensuring a level of neutrality and impartial oversight. The independent deputy to the presiding member will only attend meetings when the presiding member is unavailable. This Committee currently meets on an 'as required' basis and nearly always prior to scheduled Council Meetings.

Committee/Service	Comment
Cemeteries Advisory Committee	This committee met for the first time in October 2022. It was be established to make recommendations to Council on matters relating to the Popanyinning Cemetery, the Cuballing Cemetery, lonely and heritage graves, niche facilities, the Shire of Cuballing Cemeteries Local Law 1998 generally, including but not limited to; • Fees and charges; • Maintenance quality, practices and procedures; • Infrastructure requirements; • Design elements; • Relevant and required Policies; • Availability of supply and; • Trends in cemetery management and community expectations and needs This Committee has one Council delegate and 4 delegates appointed by Council. The CEO will advertise for community delegates and seek responses from existing members to see if they wish to continue. The committee presently meets twice per year with the next meeting due in October / November.
Bush Fire Advisory Committee (BFAC)	Council can appoint any people it is believes appropriate to this Committee under the Bush Fires Act. It is appropriate to have a Councillor and the CEO appointed as delegates to this committee. This committee meets twice a year, in evenings in April and September. The Committee consists of all Fire Control Officers and also invites DFES representatives. The committee does not meet again until after the fire season.
Dryandra Regional Equestrian Park Management Committee	Committee with representation from Council, Dryandra Regional Equestrian Assoc. and Dryandra Pony Club. Meet irregularly to discuss management of Dryandra Regional Equestrian Centre.
Cuballing Narrogin Local Emergency Management Committee	Propose to continue to nominate CEO and one Councillor – preferably the President as Delegates. In an emergency the President will be called upon to speak on behalf of Council and lead a recovery committee, so involvement is important. This committee meets four times per year at the Shire of Narrgoin offices.
Popanyinning Progress Association	No formal membership of this committee is required and there is no formal role for the delegate. While Councillors may choose to nominate and be appointed, other Councillors with interests in Popanyinning may still attend meetings. This Committee meets at 6.30pm on the last Wednesday of each month other than December and January.

Committee/Service	Comment
Wheatbelt South Regional Road Group	The Regional Road Group is responsible for distributing State Road funds to Local Government. The Wheatbelt South RRG has 4 subgroups each consisting of 4 or 5 Shires. We are in the Narrogin Sub-group. Each sub-group nominates a member to the RRG and this member becomes a voting decision maker for the RRG. Sub-Groups also nominate delegates to the Technical Advisory Group which provides advice to the RRG. The sub-Group meets as required. The RRG meets several times a year, normally on mornings in Wickpin, and CEOs and subgroup members may attend. The Delegate will attend subgroup meetings in Williams accompanied by either the CEO or MWS. The sub-Group also elects a delegate to the Wheatbelt Secondary Freight Network Steering Committee and Technical Advisory Committee.
Narrogin Dryandra Visitor Centre Committee	A joint MOU has been established between the Shires of Cuballing and Narrogin, with administration conducted by the Shire of Narrogin. An annual financial contribution is paid by our Shire towards the operations.
Central Country Zone of WALGA	The Zone structure is part of the governance arrangement for WALGA. Each Council is a member of a Zone, in our case Central Country Zone. This group is made up of 13 member Councils of the WALGA. Council is entitled to two delegates on the Zone. The Zone in turn elects a representative and a proxy for the WALGA State Council. . The Zone meets 5 times per year, with the venue rotating alphabetically between members. Cuballing is due to host a meeting in 2026; the next CCZ meeting is scheduled for Friday 21st November in at the Shire of Brookton. While there are 2 voting delegates for each Local Government, Councillors are welcome to attend as observers at any time. It is normal that President and Deputy be nominated.
Development Assessment Panel	Council can nominate 2 delegates and 2 Deputy Delegates to this panel to sit on DAP reviews of large planning applications in the Shire of Cuballing. Council's nominees must be appointed by the Minister and are required to complete training. The term of current members expires on 24 January 2026, and new nominations must be provided to the Department by 24 November 2023 to allow sufficient time for Ministerial approval. Shire of Cuballing last convened a DAP meeting in 2020.

Committee/Service	Comment
Plant Management Review Group	This is an informal group of 2 elected members, CEO and MWS who meet to discuss Council plant management. The group makes recommendations to Council in relation to plant, including input into the 10-year plant replacement program and budget deliberations.
Cuballing Volunteer Action Group	No formal membership of this committee is required and there is no formal role for the delegate. The group meets on an ad hoc bases, and even though we have encouraged them to invite someone from the Shire it does not seem to happen.
Shire of Narrogin's CATS Stakeholder Reference Group	This committee is made up of contributors to the Shire of Narrogin's Community Assisted Transport Service (CATS) program. This group meets once each year, to make recommendations on funding matters of the program.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

Statutory Environment

Local Government Act (1995)

5.10 Appointment of committee members

- (1) A committee is to have as its members -
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish -

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the committee;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the term of the person's appointment as a committee member expires;
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.

Policy Implications

Nil

Financial Implications

Council has delegates to several committees that have significant influence over annual funding allocations to Council.

Economic Implications

Nil

Social Implications

Council has delegates and representatives on several community groups.

Voting Requirement

Absolute Majority required

OFFICER RECOMMENDATION

That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or group as shown:

<i>Committee / Group</i>	<i>Delegate</i>	<i>Deputy Delegate / Proxy</i>
Audit Committee		
Cemeteries Advisory Committee		
Bush Fire Advisory Committee		
Dryandra Regional Equestrian Park Management Committee		
Cuballing Narrogin Local Emergency Management Committee (LEMC)*		
Popanyinning Progress Association		
Wheatbelt South Regional Road Group – Narrogin Subgroup		
Central Country Zone of WALGA		
Development Assessment Panel		
Plant Management Review Group		
Cuballing Volunteer Action Group		
Shire of Narrogin's CATS Stakeholder Reference Group		
Narrogin Dryandra Visitor Centre		
Business Advisory Committee		

ELECTED MEMBER PROSPECTUS



**Guide to becoming a Zone Delegate
or WALGA State Councillor – 2025**



THE VOICE OF WA LOCAL GOVERNMENT

The Western Australian Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. Our membership includes all 139 Local Governments in the State.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia.

OUR FOCUS AREAS



**Appropriately resourced and
flexible Local Government**



**High quality
Infrastructure**



Disaster readiness



Climate resilience



Low carbon



**Diversity, equity
and inclusion**

WHAT DOES WALGA DO?

Influence

- **Advocacy:** Lead advocacy and engagement on issues important to Local Government.
- WALGA acts as a single point of contact for the Local Government sector.
- WALGA facilitates connections with Local Government leaders and stakeholders from all regions across WA.
- WALGA represents every Local Government across WA to ensure local communities are heard and considered in policy-making processes.
- **Events:** WALGA events provide a platform to engage with Local Government representatives, industry stakeholders, and experts to discuss key issues, share knowledge, and foster collaboration.

Support

- **Specialist Support Services:** Providing vital support to Local Government in areas such as governance, employee relations and procurement.
- **Training:** WALGA is a Registered Training organisation (RTO).
- **Collaboration:** Facilitating partnerships and knowledge-sharing among Local Governments to promote best practice and innovative solutions.
- **Preferred Supplier Program:** Offering access to prequalified suppliers, simplifying procurement for Local Government.

Expertise

- **Policy development:** WALGA has one of the largest policy teams outside of Government, with expertise across infrastructure, transport, planning, environment and waste, economics, community and social policy, emergency management, and governance.
- Our collaborative, evidence-based policy positions, aim to deliver positive outcomes that meet community needs.
- **Data and insights:** WALGA collects data covering various aspects of Local Government operations, which can provide valuable insights and analysis to inform policy development and program planning.
- **Program support:** WALGA has a long history in the delivery and administration of grant programs on behalf of Government to ensure the smooth delivery of priority programs and initiatives at a community level.

HOW IS WALGA FUNDED?

WALGA is funded by diverse revenue streams including income from services, such as the Preferred Supplier Program and Training, Grant Programs, Insurance Services and Services subscriptions. Our Member Association Subscription remains a small percentage (10%) of WALGA's total revenue.

ZONES

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Not only are Zones responsible for bringing relevant local and regional issues to the State Council table, but they are also a key player in developing policy and legislative initiatives for Local Government in WA.



ROLE OF ZONES

The key functions of Zones are to:

- elect one or more State Councillor;
- consider the State Council Agenda;
- developing and advocating positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- initiating regional projects relating to the Zone;
- identifying relevant issues for action by WALGA; and
- provide direction and feedback to their State Councillor.

Additional activities undertaken by Zones may include:

- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's policy and advocacy efforts in two critical ways:

1. passing resolutions on items contained in the State Council Agenda; and
2. passing resolutions requesting that WALGA act on a particular state-wide issue.



ROLE OF A ZONE DELEGATE

Zone Delegates are appointed to represent their Local Government on the Zone and make decisions at the regional level. Each Zone is an autonomous body with the functions set out in WALGA's Constitution. Zones are responsible for deciding how many Delegates will represent each member Local Government, and for electing a Zone Chair and Deputy Chair.

As their Local Government's representative, a Zone Delegate should give regard to their Council's positions on policy issues. There is also an expectation that Zone Delegates will report decisions made by the Zone back to their Local Government.

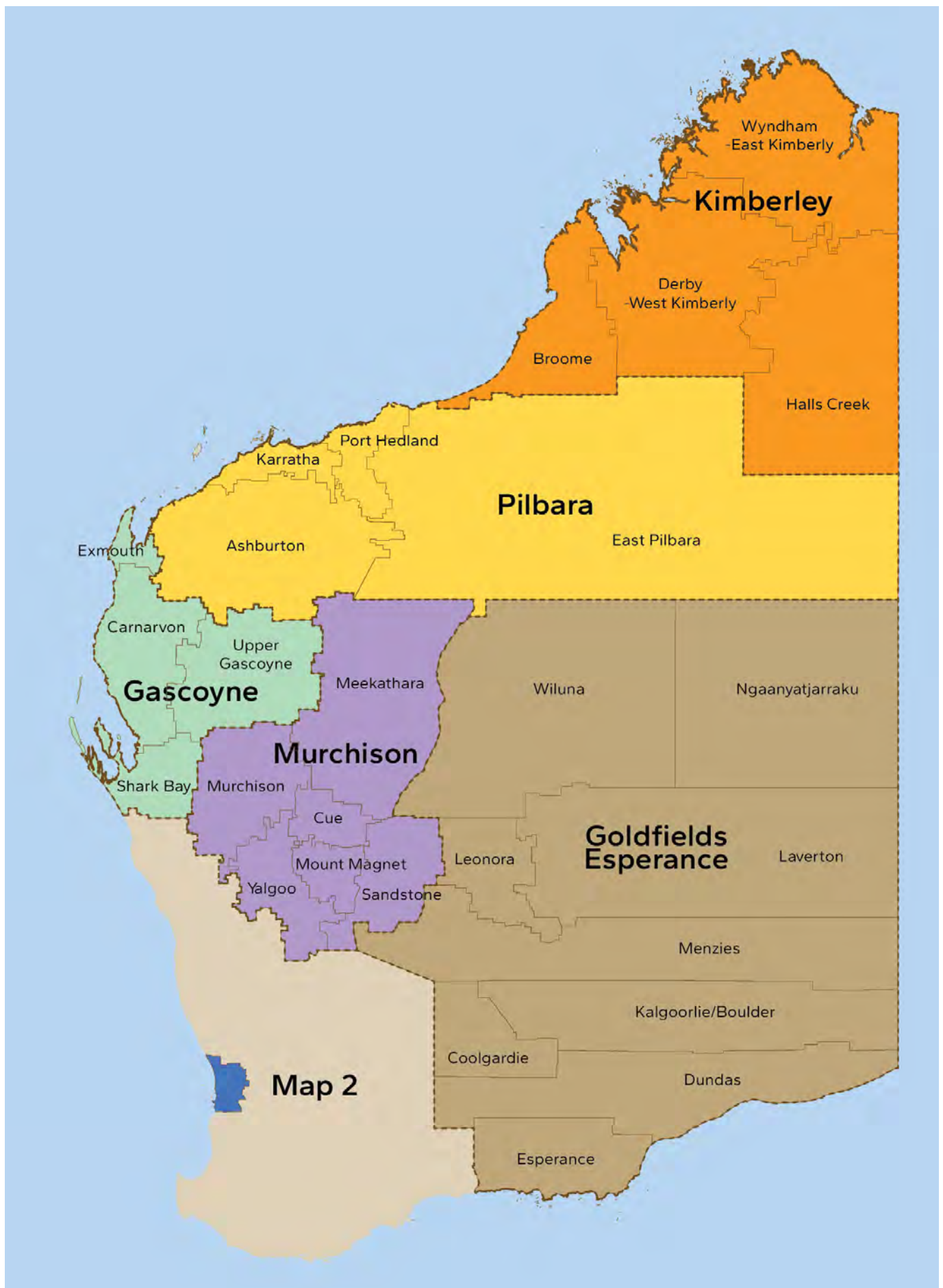
Zones generally meet five times per year in February, April, June, August and November. day and time of meetings are determined by the Zone. The length of meetings differs between Zones but generally take two to four hours.

Approximate time commitment per year (excluding travel time):

MEETINGS	10 - 20 hours
PREPARATION	Five hours

ZONES 1

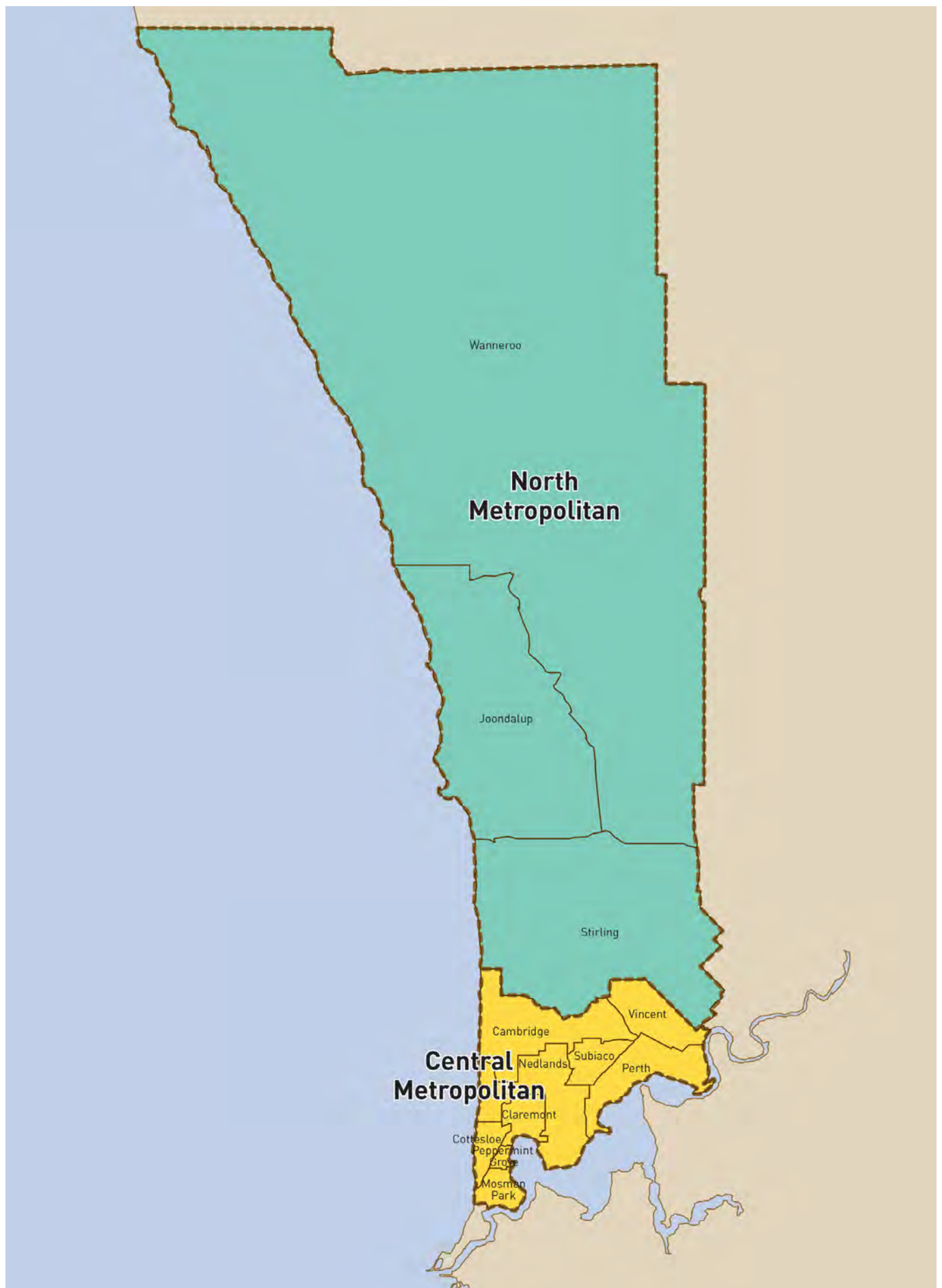
Zone maps are available on walga.asn.au/who-we-are/corporate-governance/zones



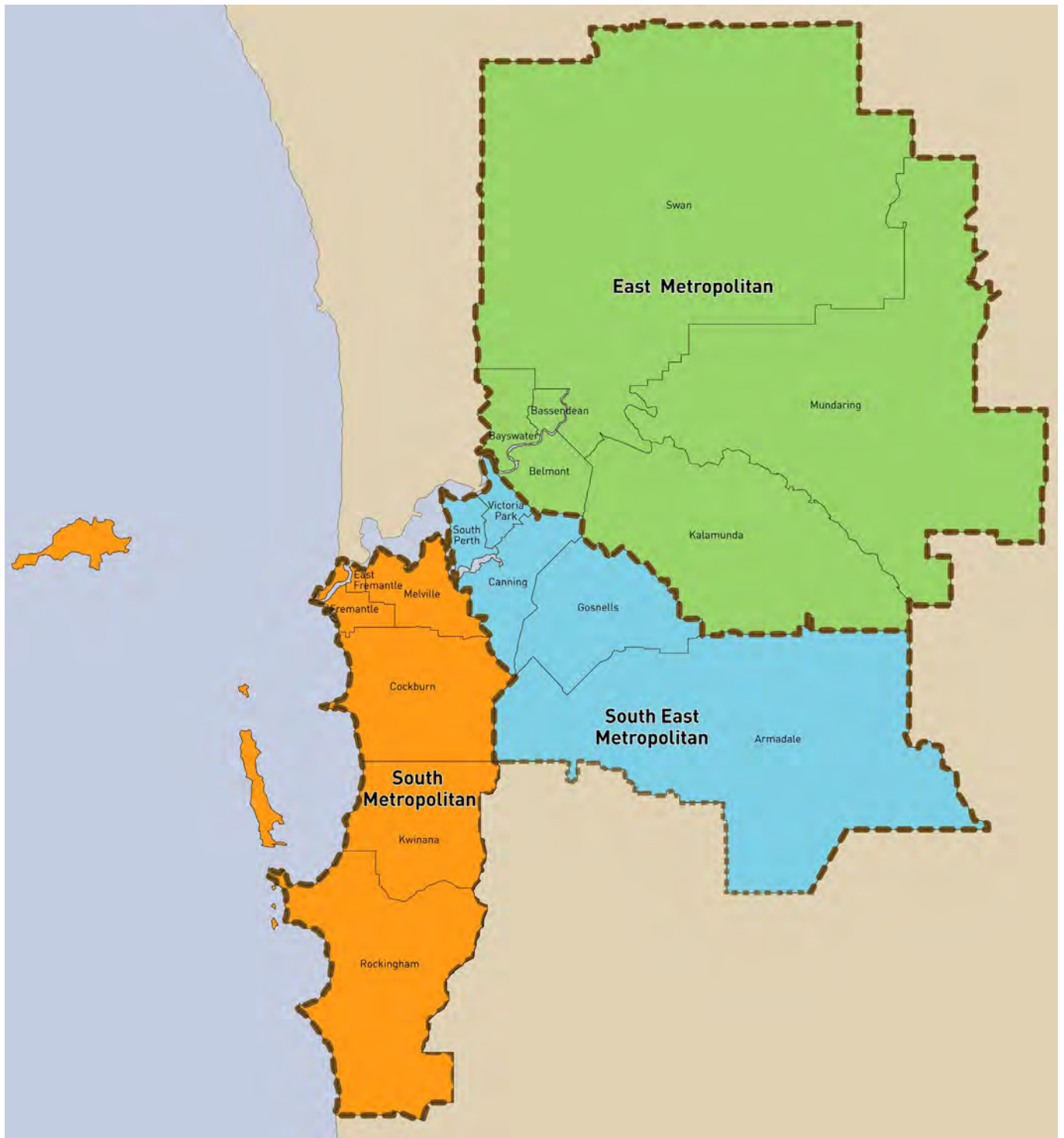
ZONES 2



ZONES 3



ZONES 4



STATE COUNCIL

WALGA's State Council is the decision-making representative body of all 139 Member Local Governments and is responsible for sector-wide policy making and strategic planning.

WALGA is governed by a President and State Council, consisting of 24 State Councillors – 12 from Country constituencies and 12 from Metropolitan constituencies.

Each State Councillor is elected by and from a Zone.



ROLE OF STATE COUNCIL

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- strategy formulation and policy-making;
- development, evaluation and succession of the CEO;
- monitoring financial management and performance, including the annual budget;
- monitoring and controlling compliance and organisational performance;
- ensuring effective identification, assessment and management of risk;
- promoting ethical and responsible decision-making;
- ensuring effective communication and liaison with Members and stakeholders; and
- ensuring an effective governance framework.

ROLE OF A STATE COUNCILLOR

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA; and
- financial operations and solvency.

State Councillors, as Directors of a Board, are required to act consistently in the best interests of the organisation as a whole.

State Councillors are expected to be champions for WALGA and for the Local Government sector.

There are five ordinary meetings of State Council per year, generally held in March, May, July, September and December.

State Councillors are required to serve on a Policy Team or Committee which meets every one or two months, and are encouraged to attend

WALGA events and functions, to play an active and engaging role in representing WALGA and the Local Government sector.

As State Councillors are elected by their Zone, they are also expected to attend and play a prominent role in Zone meetings, including reporting back to Zone Delegates about State Council decisions and WALGA's recent activities, events and advocacy efforts.

State Councillors are paid an annual sitting fee and all expenses incurred to attend State Council meetings are reimbursable.

Approximate time commitment per year (excluding optional events and travel time):

MEETINGS	30 - 40 hours plus one full day and one overnight regional visit
PREPARATION	15 hours

GET INVOLVED

Involvement with WALGA through representing your Local Government on the Zone or representing your Zone on State Council is an enriching and rewarding experience.

To learn more about nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in WA, visit the WALGA website.

Contacts

Chantelle O'Brien, Zones Governance Officer
cobrien@walga.asn.au | (08) 9213 2013

Habiba Farrag, State Council Governance Officer
hfarrag@walga.asn.au | (08) 9213 2050

Kathy Robertson, Manager Association and Corporate Governance
krobertson@walga.asn.au | (08) 9213 2036

Rachel Horton, Executive Member Advocacy
rhorton@walga.asn.au | (08) 9213 2038

RESOURCES



The Western Australian Local Government Directory 2025

At WALGA, we take pride in delivering this indispensable resource, fostering collaboration and efficiency across the Local Government sector, and we hope it is as essential of a resource to you.



WALGA Annual Report 2024-25

For more details on how WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities, read our 2024-25 Annual Report.



WALGA's 2025 State Election Priorities

The 2025 State Election is an opportunity for the incoming Government to address the challenges facing Western Australia both now and into the future.

So WALGA presented initiatives and solutions to keep the State running at its best.



WALGA

Influence. Support. Expertise.

ONE70
Level 1, 170 Railway Parade
West Leederville WA 6007

08 9213 2000
info@walga.asn.au

walga.asn.au



Dear Local Government CEO

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Representation of local interests is a key aspect of the Development Assessment Panel (DAP) system. The combination of local knowledge with technical expertise provides for informed and balanced decision making by DAPs. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) provides for this local knowledge in the constitution of a DAP by requiring the local government to nominate elected members for inclusion on the register of Local Government DAP Members.

All existing Local Government DAP Members are currently appointed for a term ending 26 January 2026. Prior to this date, your local government is required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands. With the upcoming local government elections on 18 October 2025, there may be changes in the composition of your Council and this is considered to be the appropriate time to review nominations for Local Government DAP Members ahead of the expiry date.

Please note that if an existing member is not re-elected as a Councillor, they will cease to be a Local Government DAP Member as of 19 October 2025.

Pursuant to Regulation 25 of the DAP Regulations, your local government is requested, by Friday 21 November 2025, to nominate four elected council members to sit as DAP members for your local government district. The nominations must include two members who will be the primary Local Government DAP Members for your district and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

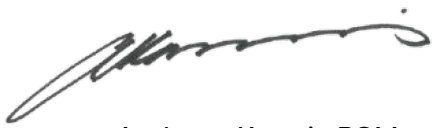
Please complete the attached nomination form and provide it to the DAP Secretariat, along with a copy of the council resolution. If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will include the nominees on the register of Local Government DAP Members for the term ending 26 January 2028.

Nominations should be submitted via email to the DAP Secretariat at dapnomination@dplh.wa.gov.au.

The WA Government is committed to increasing the diversity and backgrounds of Government Board and Committee members along with the total number of women appointed. Therefore, I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further information about can be found in the [Premier's Circular 2025/15 – State Government Boards and Committees](#) as well as the [Department of the Premier and Cabinet's State Government Boards and Committees – Classification and Appointment Guidelines](#).

If you have any queries regarding this request for nominations, please contact Zoe Hendry at the DAP Secretariat on (08) 6551 9919 or via email to dapnomination@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General

10 October 2025

Att 1 – LG DAP Members – Nomination Form
Att 2 – LG DAP Members – Nomination Form FAQ
Att 3 – Local Government Contact List 2025



**DEVELOPMENT ASSESSMENT PANELS
LOCAL GOVERNMENT MEMBER NOMINATION**

Please complete the form and submit to dapnomination@dplh.wa.gov.au.

Local Government	
DAP Name	

	Member	Member
Name		
Address		
Phone		
Email		
Date of Birth		
Gender		
*Employer Name/s		
<i>Please note, this is for employment OUTSIDE the role of councillor</i>		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hrs per week	Full Time Part Time/Casual - Specify hrs per week
*Eligibility for Payment		
Council Term		

	Alternate Member	Alternate Member
Name		
Address		
Phone		
Email		
Date of Birth		
Gender		
*Employer Name/s		
<i>Please note, this is for employment OUTSIDE the role of councillor</i>		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hrs per week	Full Time Part Time/Casual - Specify hrs per week
*Eligibility for Payment		
Council Term		

* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premiers Circular 2025/15](#)



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION FREQUENTLY ASKED QUESTIONS

Question: When are nominations due back?

Answer: Completed nominations are due Friday 21 November 2025

Question: What is the term the local government DAP members will be nominated for?

Answer: The Minister for Planning and Lands will appoint local government DAP members from 27 January 2026 until 26 January 2028.

Question: What's the email address to return completed nominations or if we have any queries about the nominations?

Answer: dapnomination@dplh.wa.gov.au

Question: Is there anything else that we need to provide with the completed nomination form?

Answer: Yes, along with the completed form, a copy of the council resolution nominating up to four (4) elected council members from the respective local government

Question: Are Local Government DAP Members representatives of the Council on a DAP?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While Local Government DAP Members are mostly elected members of the relevant local government, they are not bound by any previous decision or resolution of the local government. All DAP Members are required to exercise independent judgment in relation to any DAP application before them and consider the application on its planning merits

Question: Why don't DAP member terms align with Councillor terms?

Answer: A transition period of 3 months is provided to allow sufficient time for nominations by the Local Government, registration by the Minister, and training requirements.

Question: Is being a councillor considered my employment?

Answer: No, employment details refer only to external employment and does not include your role as a Local Government member. If you don't have employment outside of being a councillor, then mark yourself as unemployed.

Question: How do I know if I am eligible for payment?

Answer: Eligibility for DAP sitting fees is determined in accordance with the [Premiers Circular 2025/15](#).

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
- current full time local, State and Australian Government employees;
- current Members of Parliament;
- current and retired judicial officers (except magistrates);
- current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.



Question: What if I am employed part time in one of the above and would like to receive payment for sitting on a DAP meeting?

Answer: Please provide evidence of your part time status from your employer, which will accompany the nomination. Your request to receive payment is required to be approved by the Minister for Planning and Lands.

Question: If I am eligible for payment, what are the sitting fees?

Answer: The sitting fees are as per schedule 2 of the *Planning and Development (Development Assessment Panels) Regulations 2011*. For a Local Government DAP Member, as at 1 March 2024 they are currently as follows:

- Per meeting to determine DAP applications (Form 1) - \$425
- Per meeting to determine DAP applications to amend or cancel determination (Form 2) - \$100
- Attendance at a SAT proceeding - \$425
- DAP Member training - \$400
- DAP member re-training - \$200

Question: I have undertaken Local Government training as a Councillor, is it the same thing?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While there may be some common themes, it is important you attend the training to ensure you are aware of the specific requirements and responsibilities of DAP Members.

Question: When can I sit on a DAP meeting?

Answer: Before you can sit on a DAP meeting, you will need to complete the DAP member training run by the DAP Secretariat. If you have previously completed training the DAP Executive Director will consider time since you completed that training and/or since you last participated on a DAP meeting to determine whether you are required to attend a refresher training before participating on another DAP meeting. We do encourage everyone to attend a training session, even if you have attended training previously, to ensure you are aware of any recent changes to DAP procedures and protocols.

Question: When will training sessions be held?

Answer: Once the Minister registers the local government DAP members, the DAP Secretariat will contact those who are within a Local Government district where there is a current DAP application that will require a DAP meeting within the next 3-4 months.

As of January 2026, the DAP Secretariat will be holding regular training sessions that will be extended to those who have not received training and are expected to be required on an upcoming DAP meeting. These training sessions have been staggered to ensure members have received training within a reasonable timeframe of participating on a DAP meeting.

Question: Where will training sessions be held?

Answer: Training sessions will be hosted by the DAP secretariat at the Department of Planning, Lands and Heritage, at 140 William Street, Perth. While attendance in person is encouraged, it is acknowledged that this is not also possible. Online attendance is available to those who cannot attend in person.

10.2.3 Council Meeting Schedule 2026

File Ref. No:
Disclosure of Interest: Nil
Date: 15 October 2025
Author: Chris Paget - CEO
Attachments: Nil

Summary

For Council to consider Council Meeting dates, locations and starting times for 2026.

Background

It is a legislative requirement for Council to advertise at least once per year the dates, times and location of its Ordinary Council Meetings through local public notice.

Should it be necessary to change the date, time or location of any meeting the change must also be advertised.

Comment

This current meeting schedule has Council's Ordinary Meetings held every month with the exception of January (Council in recess). Since 2018 Council has held its meetings on the third Wednesday of each month, and it is recommended this practice continue with the venue being the CWA Hall in Cuballing commencing at 3.00pm.

Catering arrangements will remain the same as in 2025, with afternoon tea available on arrival and dinner held at the Cuballing Tavern following the Council Forum information session.

The 2026 meeting schedule does not include dates for:

- Annual General Meeting of Electors - this meeting date is dependent on the timing of our receipt of the final OAG audit report and its subsequent adoption by Council;
- Any Special Council Meetings that may be required during the year;
- Workshops, or subject specific forums on an ad hoc basis during the year (these are strictly non-decision-making forums)
- Meetings of Committees of Council not required to be open to the public including Council's Audit Committee;
- Plant committee meetings which are ad hoc and not based on a set schedule. These will be advertised by Local Public Notice when scheduled; and
- Occasions where Councillors informally gather for Elected Member professional development or to inspect, review or workshop specific individual matters.

Dates for the Cemeteries Advisory Committee have been scheduled for the months of April and October, and these will be also included in the public advertisement.

The proposed 2026 Ordinary Council Meeting schedule is as follows:

Wednesday, 18 February 2026

Wednesday, 18 March 2026

Wednesday, 15 April 2026

Wednesday, 20 May 2026

Wednesday, 17 June 2026

Wednesday, 15 July 2026

Wednesday, 19 August 2026

Wednesday, 16 September 2026

Wednesday, 21 October 2026

Wednesday, 18 November 2026

Wednesday, 16 December 2026

Meetings of the Cemeteries Advisory Committee will be held in the Shire of Cuballing Administration Office as follows:

2.00 pm, Tuesday 14 April 2026

2.00 pm, Tuesday 20 October 2026

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

Statutory Environment

Local Government (Administration) Regulations 1996

12. *Public notice of council or committee meetings — s. 5.25(1)(g)*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).*
- (3) *Subject to sub regulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*

Policy Implications

Nil

Financial Implications

Local advertising in the Narrogin Observer is provided for in Council's budget allocation.

Economic Implication

Nil

Social Implications

Advertising Council Meetings is a statutory requirement, and the notification of dates may encourage members of the public to attend.

Environmental Considerations

Nil

Consultation

Nil

Voting Requirements

Simple majority

OFFICER'S RECOMMENDATION:

That Council adopt and advertise the following schedule of Ordinary Council Meetings for 2026:

- | | | |
|---------------------------------|---------|--------------------|
| 1. Wednesday, 18 February 2026 | 3.00 pm | CWA Hall Cuballing |
| 2. Wednesday, 18 March 2026 | 3.00 pm | CWA Hall Cuballing |
| 3. Wednesday, 15 April 2026 | 3.00 pm | CWA Hall Cuballing |
| 4. Wednesday, 20 May 2026 | 3.00 pm | Popanyinning Hall |
| 5. Wednesday, 17 June 2026 | 3.00 pm | CWA Hall Cuballing |
| 6. Wednesday, 15 July 2026 | 3.00 pm | CWA Hall Cuballing |
| 7. Wednesday, 19 August 2026 | 3.00 pm | CWA Hall Cuballing |
| 8. Wednesday, 16 September 2026 | 3.00 pm | CWA Hall Cuballing |
| 9. Wednesday, 21 October 2026 | 3.00 pm | CWA Hall Cuballing |
| 10. Wednesday, 18 November 2026 | 3.00 pm | CWA Hall Cuballing |
| 11. Wednesday, 16 December 2026 | 3.00 pm | CWA Hall Cuballing |

That Council advertise the following schedule of meetings for the Cemeteries Advisory Committee for 2026:

- | | | |
|-----------------------------|---------|-----------------------------|
| 1. Tuesday, 14 April 2026 | 2.00 pm | Shire Administration Office |
| 2. Tuesday, 20 October 2026 | 2.00 pm | Shire Administration Office |

10.2.4 Christmas/New Year Administration and Works Depot Closure Period

Applicant:	Shire of Cuballing – CEO's Office
File Ref No:	
Disclosure of Interest:	All Shire staff
Author:	Chris Paget – Chief Executive Officer
Attachments:	Nil

Summary

The purpose of this report is for Council to consider the closure of the Shire Administration Office and Works Depot for the 2025/2026 Christmas and New Year period. An early decision will inform the community well in advance of the office closure and thus allow residents to make appropriate arrangements to meet their needs.

Background/Comment

Council Policy 1.6 states that *"Council will not provide services from the Shire Administration Centre from the period commencing on Christmas Day each year until and including the New Year's Day public holiday. In addition, should there be only 1 day following the New Year's Day Public Holiday to a weekend, Council will extend the closure to include that day."*

Both Christmas Day and New Year's Day fall on a Thursday in December 2025 and January 2026. As it is not anticipated that there will be much, if any, contact from residents and customers across first few days of the new year, in line with policy above Council approval is sought to extend the normal closure period for the one business day being Friday 2nd of January 2026; reopening on Monday 5th January 2026.

From consulting with our staff, past history has shown that during this period the Administration Centre experiences very little contact from the public and the number of enquiries and transactions during this period have been extremely low. The closure of the office will allow staff to have a slightly extended period of leave (including the designated public holidays). The Works Depot crew also normally take their leave during this period, and as always there will be staff available on call to attend to any operational matters or significant emergencies that may arise. The proposed slightly longer closure for this year is expected to have no negative effect on the operations of the Shire nor cause any inconvenience to the public.

A majority of our staff members will be applying (or have already applied) for leave on these days. In line with Council policy, all staff taking time off during the period will need to utilise either annual leave or rostered days off; these additional days also allow us to reduce some of the accrued staff leave liability we have on our books.

As with the previous years, the closure period will be advertised on the front counter, public notice boards, Shire website/Facebook pages and in the Cuby News in order to give customers the opportunity to complete business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public. The advertising will also include the on-call emergency contact numbers.

Policy Implications

1.6 Shire Administration Services – Christmas/New Year Period

Financial Implications

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION:

That Council approves the 2025/26 Christmas and New Year closure period from midday Wednesday 24th December 2025 through to Monday 5th January 2026.

9.3 MANAGER OF WORKS AND SERVICES:

Nil

10. COMMITTEE REPORTS

Nil

11. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING

13. CONFIDENTIAL MATTERS

14. NEXT MEETING

Ordinary Council Meeting, 3.00pm. Wednesday 19th November 2025 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing.

15. CLOSURE OF MEETING