



*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

MINUTES

Held

Thursday 20th November 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:

Shire President, Cr Kowald welcomed everyone and declared the meeting open at 3.01pm.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE:**3.1.1 Attendance****Elected Members**

Cr Adrian Kowald - President
Cr Robert Harris – Deputy President
Cr Scott Ballantyne
Cr Steve Sexton
Cr Matthew Dent
Cr Sarah Hawksley (joined the meeting at 3.56pm)

Staff

Mr Chris Paget	Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services
Mr Paul Gibson	Community Emergency Services Manager

Visitors

Ms. Helen Elliot
Mr. Keith Bufton

3.1.2 Apologies

Nil

3.1.3 Leave of Absence

Ms Narelle Rowe	Deputy Chief Executive Officer
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3. 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

Nil

4.2 Written Questions Provided in Advance

The CEO received the following suggestions and questions from Ms Helen Elliot and Mr Keith Bufton via email this morning at 9.09am:

Suggestions for council to consider:

1. *Erect a permanent fence to separate the laneway between the Shire land and the Bank building instead of temporary fencing for the Groovefest.*

General discussion about the location in question – 192 Campbell St in Cuballing where the old basketball courts used to be – and the ‘night lane’ easement and access/right of way for the adjoining residence (old bank building). The erection of a fence rather than temporary fencing may possibly improve visual amenity and help to define the area better for future events and be a possible location for a proposed community garden. The Manager of Works and Services noted that the Shire would need to fence the eastern side of the lane and this would likely result in some access problems for the neighbours.

Further conversation was had around potential locations in town for a community garden and future plans for housing development on vacant Shire lots.

2. *Move the Shire gate on Alton Street.*

Mr Bufton expressed concern around where the Alton Street gate to the Shire Works Depot is currently located; there are some potential safety issues with heavy trucks with trailers and machines using this access right next to a power pole and the Mens Shed and the limited parking area there. It would be feasible to look at moving the gate further along the fence (northwards) to provide better turning area and sight distance. The Manager Works and Services undertook to look into this and chat with the works crew about how it may be done.

Questions:

1. *When is the backfilling of the footpath on Alton Street going to be completed?*

The MWS replied that the previous planned works were unfortunately rained out, and that he spoke with the contractor yesterday with a view to rescheduling this to be undertaken with their bobcat unit very soon. The conversation then turned to the re-location of the tractor display and street lighting outages around the town.

2. *Is Alton Street classified as a residential road?*

The CEO advised that the Shire doesn't classify or distinguish Alton St as a residential road; the MWS noted that the McDougall Weldments workshop and yards have been there for a very long time and this would be the reason trucks are coming in that way. Ms Elliot relayed her concerns around the apparent increasing use of Alton Street by this heavy traffic, creating dust and the speed in which they sometimes travel along it and around the corner.

Ms Elliot and Mr Bufton left the meeting at 3.38pm.

4.3 Public Questions from The Gallery

Nil

Mr Gibson thanked the members and left the meeting at 3.47pm.

8. 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
<i>NIL</i>			

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
<i>NIL</i>			

9. REPORTS OF OFFICERS AND COMMITTEES:**9.1 DEPUTY CHIEF EXECUTIVE OFFICER:****9.1.1 List of Payments – October 2025**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	13 th November
Author:	Careese Ranieri
Attachments:	9.1.1A List of Municipal Accounts
	9.1.1B List of Credit Card Transactions
	9.1.1C Petty Cash and Coles Card

Summary**Council is to review payments made under delegation in October 2025.**Background – NilComment

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

Strategic Implications – NilStatutory Environment – NilPolicy Implications – NilFinancial Implications – NilEconomic Implication – NilEnvironmental Considerations – NilConsultation – NilOptions

Council may resolve:

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

Voting Requirements – Simple Majority**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/86:****That Council receives:**

1. the List of Accounts paid in October 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 \$273991.52 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31st October 2025 included at Attachment 9.1.2B.
3. a summary of transactions completed on Petty Cash for the period ending 31st October 2025.

Moved Cr Harris**Seconded Cr Dent****CARRIED 5/0****For: Crs Kowald, Harris, Sexton, Dent and Ballantyne****Against: Nil**

9.1.1A List of Payments – October 2025

Chq/EFT	Date	Name	Description	Amount
855	03/10/2025	Police Licensing Payments	Police Licensing Payments	-1447.22
855	06/10/2025	Police Licensing Payments	Police Licensing Payments	-3870.80
EFT10054	07/10/2025	Wickepin Motors	Insurance Excess for Cn 0 Repairs	-1000.00
EFT10053	07/10/2025	Wheatbelt Strength & Conditioning	Strength And Balancing Classes 25/26 - September 2025	-841.50
EFT10052	07/10/2025	Westrac	2,500hr Service on Cat 140 Grader	-2766.97
EFT10051	07/10/2025	Warda Kadak	Traffic Management and Traffic Control Cuballing East Road WSNF as Per Rates 1st July 2025 3 Tc And 2 Utes	-5736.50
20370	07/10/2025	Shire Of Cuballing	Standpipe Charges - Popo - Depot	-7.35
EFT10045	07/10/2025	Prices Fabrication and Steel Pty Ltd	Reimbursement For Incorrect Charge on Invoice No. 6809	-191.39
EFT10044	07/10/2025	Peter John Denton	Art Classes 2025/2026 - September 2025	-450.00
EFT10043	07/10/2025	Narrogin Packaging and Motorcycles & Accessories	5 X Boxes Toilet Rolls 2 X Hand Towels	-551.80
EFT10042	07/10/2025	Narrogin Betta Home Living	1 X 375 Lt Fridge /Top Mount White Replacement at Depot	-777.00
EFT10041	07/10/2025	Local Government Works Association of WA Inc	Local Government Works Association Conference – Works Supervisor	-1155.00
855	07/10/2025	Police Licensing Payments	Police Licensing Payments	-64.65
EFT10040	07/10/2025	LGIS Risk Management	EAP For 21 Employees And 06 Bushfire Volunteers - 25/26	-2454.10
EFT10050	07/10/2025	Wallis Computer Solutions	Annual Subscription – IT Services Agreement Gold	-44165.24
EFT10049	07/10/2025	Twinkarri Tree Pruning Services	Tree Mulching with Excavator with Mulching Head Cuballing East WSNF	-45776.50
EFT10048	07/10/2025	Team Global Express Pty Ltd	2025/2026 Freight Charges - Westrac	-88.28
EFT10047	07/10/2025	Southwest Fire Unit Fabrications	CN1991 25/26 Fire Vehicle	-7476.38
EFT10046	07/10/2025	Reinforced Concrete Pipes	32 X 300mm Pipes Class 2 14 X 300mm Headwalls 17 X 375mm Class 4 Pipes 10 X 375mm Headwalls	-20477.84
EFT10027	07/10/2025	Bks Electrical	Repairs Yornaning Dam Bbq Intermittent Fault	-566.50
EFT10028	07/10/2025	Builders Registration Board Building Commission	August 2025 - BSL	-113.30
EFT10029	07/10/2025	Best Office Systems	Monthly Photocopying Charges 25/26 - September	-1650.71
EFT10030	07/10/2025	Cloud Collections Pty Ltd	Court Filing Fee	-375.00
EFT10031	07/10/2025	Cuballing Building Company	Install 3 X Custom Made Grab Rails to Popanyinning Hall Toilets	-1002.10
EFT10032	07/10/2025	Earth 2 Ocean Communications	Bushfire Radio Service	-621.00

EFT10033	07/10/2025	Eco-Edge Environmental Services	Hour Assisting with Tree Clearing Permit	-852.50
EFT10034	07/10/2025	Farmers Centre Narrogin Pty Ltd	Blades/ Mower Blade Slashing Kit - Farmer Centre Code B6002c	-45.67
EFT10035	07/10/2025	Farmworks Narrogin	1 X 1,000lt Pod Roundup Power Max	-8896.23
EFT10036	07/10/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 25/26 -	-26080.93
EFT10037	07/10/2025	Great Southern Waste Disposal	Rubbish Removal – September 2025	-6986.60
EFT10038	07/10/2025	Hancocks Home Hardware	Monthly Account	-65.85
EFT10039	07/10/2025	Kalexpress & Quality Transport	Monthly Freight Charges - Westrac	-449.39
855	08/10/2025	Police Licensing Payments	Police Licensing Payments	-98.45
DD4951.8	08/10/2025	Colonial First State	Superannuation Contributions	-468.54
DD4951.5	08/10/2025	Care Super	Superannuation Contributions	-346.12
DD4951.6	08/10/2025	MLC Super Fund	Superannuation Contributions	-1733.00
DD4951.7	08/10/2025	Hostplus Super	Superannuation Contributions	-135.76
DD4951.9	08/10/2025	Rest	Superannuation Contributions	-283.86
DD4951.3	08/10/2025	Matrix Superannuation	Superannuation Contributions	-367.13
DD4951.4	08/10/2025	Mercer Superannuation	Superannuation Contributions	-599.81
DD4951.1	08/10/2025	Australian Super	Payroll Deductions	-3462.87
DD4951.2	08/10/2025	Aware Super Pty Ltd	Superannuation Contributions	-4916.46
DD4948.3	10/10/2025	Synergy	Electricity Charges - Lot 470 Ridley Street, Cuballing - Skate Park	-2103.13
855	10/10/2025	Police Licensing Payments	Police Licensing Payments	-48.20
855	13/10/2025	Police Licensing Payments	Police Licensing Payments	-857.80
855	14/10/2025	Police Licensing Payments	Police Licensing Payments	-821.60
DD4948.2	14/10/2025	Synergy	Electricity Charges - 189 Campbell Street, Cuballing CWA Hall	-1696.95
855	15/10/2025	Police Licensing Payments	Police Licensing Payments	-4434.75
855	16/10/2025	Police Licensing Payments	Police Licensing Payments	-5794.20
855	17/10/2025	Police Licensing Payments	Police Licensing Payments	-350.30
DD4961.1	18/10/2025	Telstra	Mobile and Landline Charges – Sep to October	-2099.68
DD4962.1	18/10/2025	National Australia Bank	Credit Card Aug 25	-9935.87
EFT10060	21/10/2025	Farmers Centre Narrogin Pty Ltd	1 X Friction Disc (Slip Clutch) For Bareco Slasher	-60.40
EFT10061	21/10/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 25/26	-4304.91
EFT10062	21/10/2025	Hancocks Home Hardware	Monthly Account - Various Accounts	-17.50
EFT10063	21/10/2025	McDougall Weldments	Monthly Account - Various Accounts	-220.00
EFT10064	21/10/2025	Narrogin Auto Electrics	Remove Cel-fi Booster and Led Light Bar and Reinstall to New Prado 0CN	-2927.22
EFT10065	21/10/2025	Narrogin Bearing Services	3 X Milwarki Grease Gun 2 Xanti Seaze Compound 500ml 1x Copper Antiseize	-805.02
EFT10066	21/10/2025	Power Networx	Telstra Internet Fibre Network 25/26	-416.90
EFT10067	21/10/2025	Zircodata Pty Ltd	Monthly Archive Storage Fees 25/26 - September 2025	-32.60
EFT10057	21/10/2025	Cuballing Roadhouse Restaurant & LPO Pty Ltd	Monthly Account	-1276.20

855	21/10/2025	Police Licensing Payments	Police Licensing Payments	-4059.95
20371	21/10/2025	Shire Of Cuballing	Petty Cash – September	-303.35
EFT10056	21/10/2025	BKS Electrical	Repair Hot Water System in Men's Shed	-258.50
EFT10055	21/10/2025	Beynon Family Histree 2025	Reimbursement Of Bond - 4th October 2025	-100.00
EFT10059	21/10/2025	Firecore Solutions	Inspection Of Fire Extinguishers - Shire Buildings	-2411.20
EFT10058	21/10/2025	Dews Mini Excavations	Excavator Hire to Install Culverts and Cross Overs on the Cuballing East Road	-10912.00
855	22/10/2025	Police Licensing Payments	Police Licensing Payments	-461.75
DD4968.9	22/10/2025	Rest	Superannuation Contributions	-235.98
DD4968.8	22/10/2025	Colonial First State	Superannuation Contributions	-379.64
DD4968.7	22/10/2025	Hostplus Super	Superannuation Contributions	-107.87
DD4968.6	22/10/2025	MLC Super Fund	Superannuation Contributions	-1427.91
DD4968.5	22/10/2025	Care Super	Superannuation Contributions	-193.93
DD4968.4	22/10/2025	Mercer Superannuation	Superannuation Contributions	-599.81
DD4968.3	22/10/2025	Matrix Superannuation	Superannuation Contributions	-299.58
DD4968.2	22/10/2025	Aware Super Pty Ltd	Superannuation Contributions	-3988.88
DD4968.1	22/10/2025	Australian Super	Payroll Deductions	-2868.44
855	23/10/2025	Police Licensing Payments	Police Licensing Payments	-897.95
855	24/10/2025	Police Licensing Payments	Police Licensing Payments	-112.90
EFT10068	24/10/2025	Builders Registration Board Building Commission	BSL Remittance - September 2025	-761.61
855	27/10/2025	Police Licensing Payments	Police Licensing Payments	-4641.45
855	28/10/2025	Police Licensing Payments	Police Licensing Payments	-297.20
855	29/10/2025	Police Licensing Payments	Police Licensing Payments	-612.95
855	30/10/2025	Police Licensing Payments	Police Licensing Payments	-27.99
855	31/10/2025	Police Licensing Payments	Police Licensing Payments	-411.15
Total				-273991.52

9.1.1B List of October 2025 Credit Card Transactions

Name	Description	Amount
7 Eleven Dalyellup	Fuel for CEO Vehicle	\$113.83
Cuballing Tavern	Dinner for October Council Meeting	\$332.36
Starlink	Internet for the Popanyinning School (Community Hub)	\$139.00
Coles Narrogin	Council Refreshments	\$186.65
MoreTelecom	Internet for CEO Residence - Monthly	\$94.00
EFTSURE	Monthly Subscription Fee - August	\$676.50
Quest Kings Park West Perth	Accommodation Charges - 2xOutside Staff - Playground Training	\$744.46
OfficeWorks Bunbury	Computer and Software - Popo Hub	\$933.00
Print Media Group Scoresby	Fire Permit Books	\$391.10
7 Eleven Dalyellup	Fuel for CEO Vehicle	\$167.64
Coles Narrogin	Council Refreshments	\$165.80
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$46.00
GSM Outdoors	Monthly Charge	\$31.05
NAB	International Transaction Fee	\$0.93
Pivotel	Trak Spotting for Works Crew	\$93.00
Total		\$4,115.32

9.1.1C List of October 2025 Petty Cash Transactions

Item Description	Refreshments 1041050	Art Classes CE01	Admin Other J4114	Stationery	Total
Groceries	\$203.30				
Misc(Cleaning supplies)					
Stationary/Postage					
Materials		\$39.45	\$60.60		
Licensing					
				Total	\$303.35

9.1.2 Statements of Financial Activity – September and October 2025

Applicant: N/A
File Ref. No: ADM214
Disclosure of Interest: Nil
Date: 13th November 2025
Author: Chris Paget - Chief Executive Officer
Attachments: 9.1.2A Statements of Financial Activity September & October 2025

Summary

For Council to receive the Statements of Financial Activity for September and October 2025.

Background / Comment

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail.

- The annual budget estimates, including budget amendments.
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year-to-date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections through to 31st October for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Consultation

Martin Whitely – LG Corporate Solutions

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/87:

That the Statements of Financial Activity, as included at Attachment 9.1.2A, for the Shire of Cuballing for periods ending 30th September and 31st October 2025 be received.

Moved Cr Ballantyne

Seconded Cr Sexton

CARRIED 5/0

For: Crs Kowald, Harris, Sexton, Dent and Ballantyne

Against: Nil

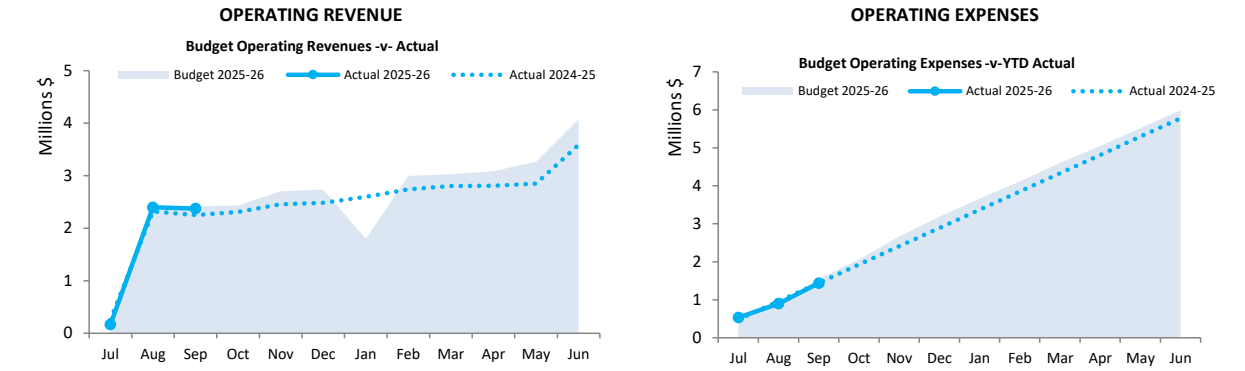
SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 September 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

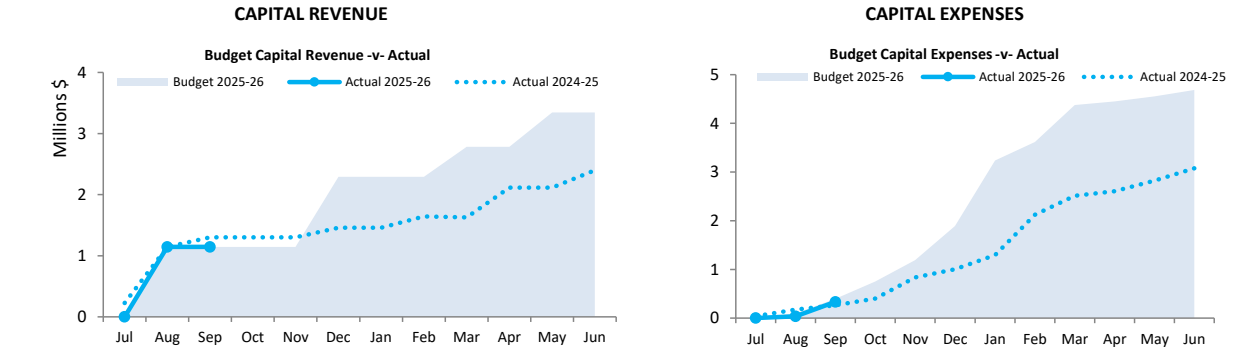
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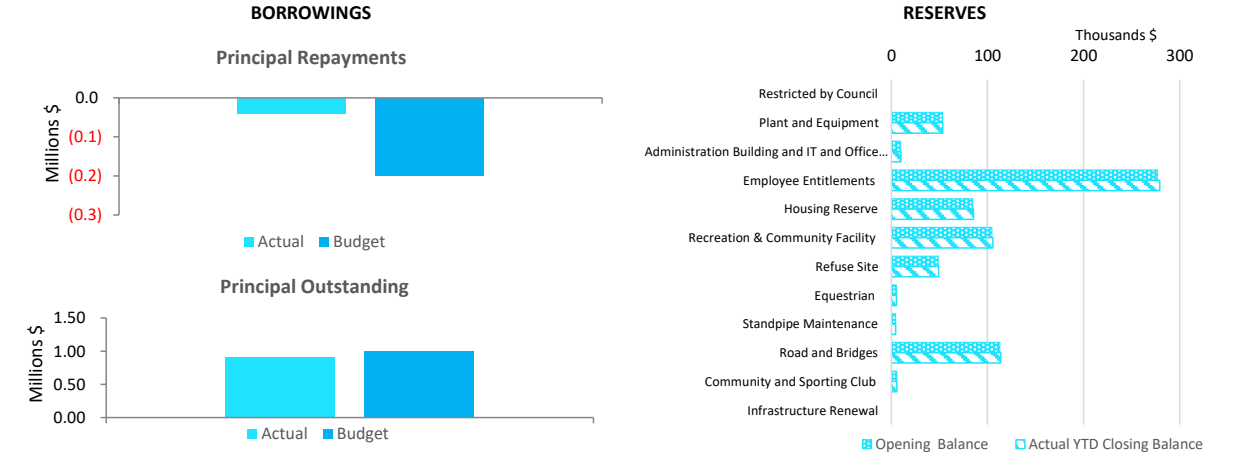
OPERATING ACTIVITIES



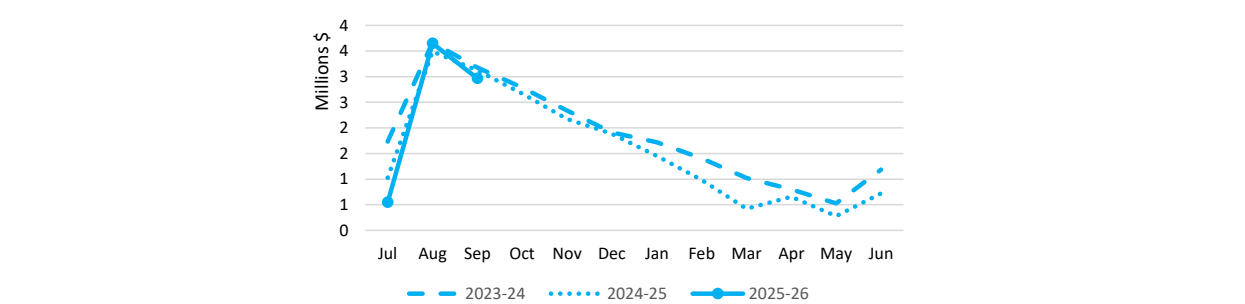
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.53 M	\$0.53 M	\$0.56 M	\$0.03 M
Closing	\$0.00 M	\$2.81 M	\$2.97 M	\$0.16 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$2.86 M	% of total		\$0.16 M	% Outstanding		\$0.26 M	% Collected
Unrestricted Cash	\$2.04 M	71.2%	Trade Payables	\$0.10 M		Rates Receivable	\$0.74 M	63.1%
Restricted Cash	\$0.83 M	28.8%	0 to 30 Days		48.2%	Trade Receivable	\$0.26 M	% Outstanding
			Over 30 Days		51.8%	Over 30 Days		96.9%
			Over 90 Days		0%	Over 90 Days		\$ M

Refer to Note 2 - Cash and Financial Assets

Refer to Note 5 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Operating Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$1.88 M	% Variance	YTD Actual	\$0.30 M	% Variance	YTD Actual	\$0.17 M	% Variance
\$0.85 M	\$1.54 M	\$1.59 M	\$0.06 M	YTD Budget	\$1.87 M	0.6%	YTD Budget	\$0.30 M	0.0%	YTD Budget	\$0.17 M	(2.5%)

Refer to Statement of Financial Activity

Refer to Statement of Financial Activity

Refer to Note 11 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.05 M	%	YTD Actual	\$0.33 M	% Spent	YTD Actual	\$1.15 M	% Received
(\$1.24 M)		\$0.86 M	\$0.86 M	Amended Budget	\$0.10 M	(47.4%)	Amended Budget	\$4.69 M	(92.9%)	Amended Budget	\$3.34 M	(65.8%)

Refer to Statement of Financial Activity

Refer to Note 6 - Disposal of Assets

Refer to Note 7 - Capital Acquisitions

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.04 M		Reserves balance	\$0.71 M	
(\$0.14 M)	(\$0.05 M)	(\$0.05 M)	(\$0.00 M)	Interest expense	\$0.00 M		Interest earned	\$0.01 M	
				Principal due	\$0.92 M				

Refer to Statement of Financial Activity

Refer to Note 8 - Borrowings

Refer to Note 9 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 SEPTEMBER 2025

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

BY NATURE OR TYPE

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	528,029	528,029	556,217	28,188	5.34%	
Revenue from operating activities							
Rates		1,839,478	1,864,478	1,875,594	11,116	0.60%	
Rates (excluding general rate)		701	701	0	(701)	(100.00%)	
Operating grants, subsidies and contributions	11	1,671,139	302,758	302,758	0	0.00%	
Fees and charges		396,374	170,719	166,440	(4,279)	(2.51%)	
Interest earnings		90,700	22,671	9,412	(13,259)	(58.48%)	▼
Other revenue		69,770	17,433	13,053	(4,380)	(25.12%)	
Profit on disposal of assets	6	8,000	8,000	6,214	(1,786)	(22.33%)	
		4,076,162	2,386,760	2,373,471	(13,289)	(0.56%)	
Expenditure from operating activities							
Employee costs		(1,304,853)	(326,082)	(323,212)	2,870	0.88%	
Materials and contracts		(1,350,489)	(346,474)	(250,395)	96,079	27.73%	▲
Utility charges		(174,753)	(27,485)	(13,679)	13,806	50.23%	▲
Depreciation on non-current assets		(2,808,152)	(702,000)	(714,674)	(12,674)	(1.81%)	
Interest expenses		(45,978)	(4,966)	3,890	8,856	178.33%	▲
Insurance expenses		(238,568)	(119,284)	(130,920)	(11,636)	(9.75%)	
Other expenditure		(59,466)	(18,366)	(7,704)	10,662	58.05%	▲
Loss on disposal of assets	6	(9,000)	0	0	0	0.00%	
		(5,991,259)	(1,544,657)	(1,436,694)	107,963	(6.99%)	
Non-cash amounts excluded from operating activities	1(a)	2,767,400	694,000	657,922	(36,078)	(5.20%)	
Amount attributable to operating activities		852,303	1,536,103	1,594,699	58,596	3.81%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	3,344,919	1,145,418	1,145,418	0	0.00%	
Proceeds from disposal of assets	6	96,000	43,000	50,483	7,483	17.40%	▲
Fair value adjustments to financial assets at fair value	8	0	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(4,685,371)	(396,859)	(334,877)	61,982	15.62%	▲
Amount attributable to investing activities		(1,244,452)	791,559	861,024	69,465	8.78%	
Financing Activities							
Proceeds from new debentures	8	250,000	0	0	0	0.00%	
Transfer from reserves	9	50,000	0	0	0	0.00%	
Repayment of debentures	8	(198,381)	(40,247)	(40,247)	0	0.00%	
Transfer to reserves	9	(237,499)	(5,616)	(6,370)	(754)	(13.43%)	
Amount attributable to financing activities		(135,880)	(45,863)	(46,617)	(754)	1.64%	
Closing funding surplus / (deficit)	1(c)	0	2,809,828	2,965,323	155,495	(5.53%)	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 October 2025

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(8,000)	(8,000)	(6,214)
Less: Movement in liabilities associated with restricted cash		(41,752)	0	2,538
Movement in pensioner deferred rates (non-current)		0	0	(53,076)
Add: Loss on asset disposals	6	9,000	0	0
Add: Depreciation on assets		2,808,152	702,000	714,674
Total non-cash items excluded from operating activities		2,767,400	694,000	657,922

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date September 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(893,562)	(706,063)	(712,433)
Add: Borrowings	8	229,369	176,573	136,325
Add: Provisions employee related provisions	10	234,901	276,653	279,191
Total adjustments to net current assets		(429,292)	(252,837)	(296,917)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	1,105,754	1,403,040	2,861,619
Rates receivables	3	149,928	95,507	741,474
Receivables	3	0	57,594	255,695
Other current assets	4	45,284	16,888	13,047

Less: Current liabilities

Payables	5	(331,374)	(264,166)	(157,408)
Borrowings	8	(229,369)	(176,573)	(136,325)
Contract liabilities	10	(116,006)	(126,627)	(119,253)
Provisions	10	(194,925)	(196,609)	(196,609)

Less: Total adjustments to net current assets	1(b)	(429,292)	(252,837)	(296,917)
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Closing funding surplus / (deficit)		0	556,217	2,965,323
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CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		1,988,126	119,253	2,107,379	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		41,107	0	41,107	0	NAB	TBA	N/A
Investment Account - Restricted Funds		0	706,061	706,061	0	NAB	TBA	N/A
Investment Account - Unrestricted Funds		6,372	0	6,372	0	NAB	TBA	N/A
Petty Cash		700	0	700	0	N/A	N/A	N/A
Total		2,036,305	825,314	2,861,619	0			
Comprising								
Cash and cash equivalents		2,036,305	825,314	2,861,619	0			
		2,036,305	825,314	2,861,619	0			

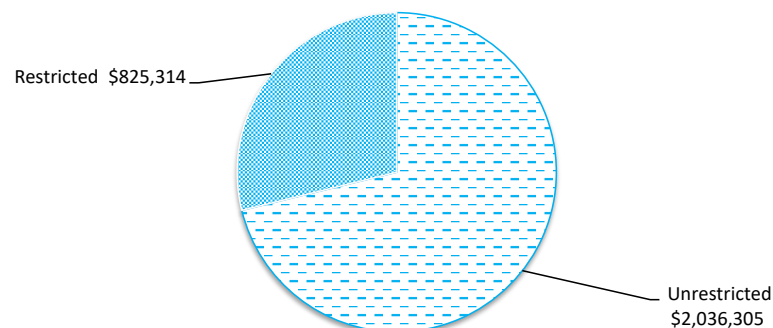
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	11,419	0	0	11,419
Other Assets				
Prepayments	5,469	0	(3,841)	1,628
Accrued income	0	0	0	0
Total other current assets	16,888	0	(3,841)	13,047
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

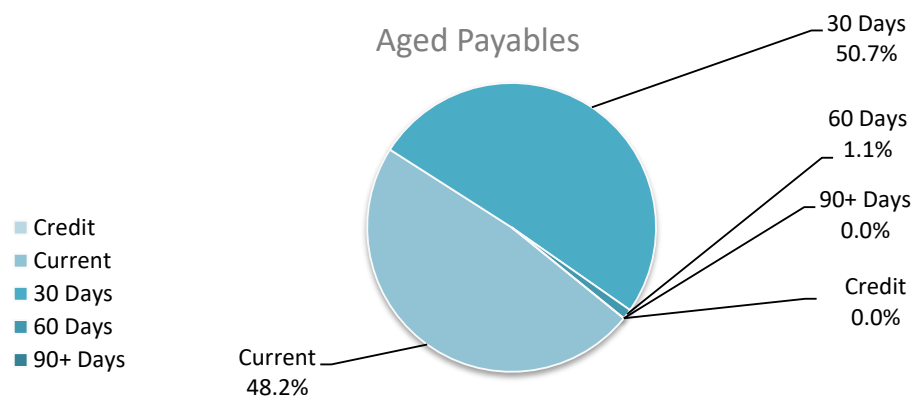
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	49,321	51,815	1,155	0	102,291
Percentage	0%	48.2%	50.7%	1.1%	0%	
Balance per trial balance						
Sundry creditors						102,292
ESL Levy Collections						552
ATO liabilities						16,708
Bonds & Deposits						9,850
Prepaid Rates						28,006
Total payables general outstanding						157,408
Amounts shown above include GST (where applicable)						

KEY INFORMATION

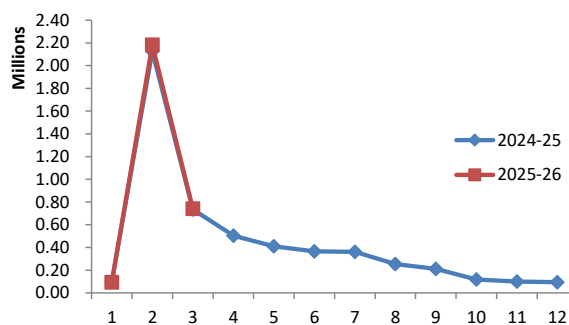
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2025	30 Sep 2025
	\$	\$
Opening arrears previous years	173,082	133,347
Levied this year	1,831,638	1,875,594
Less - collections to date	(1,871,373)	(1,267,467)
Gross rates collectable	133,347	741,474
Net rates collectable	133,347	741,474
% Collected	93.3%	63.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(631)	8,566	225,069	4,805	16,912	254,721
Percentage	-0.25%	3.36%	88.36%	1.89%	6.64%	100.00%
Balance per trial balance						
Sundry receivable						254,721
GST receivable						974
Total receivables general outstanding						255,695

Amounts shown above include GST (where applicable)

KEY INFORMATION

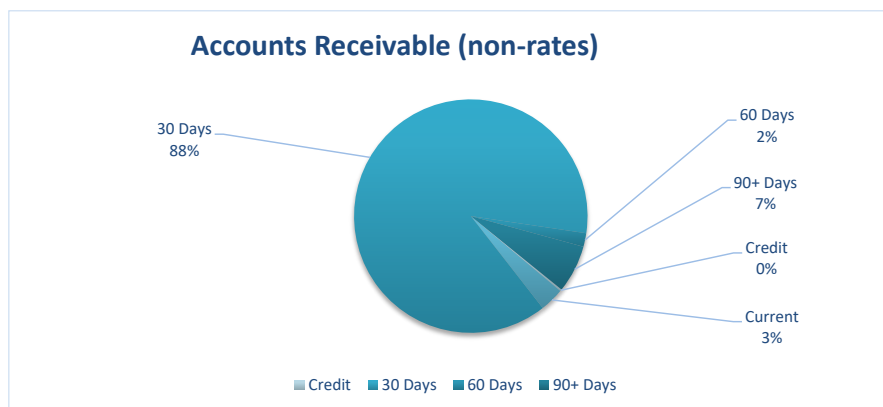
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

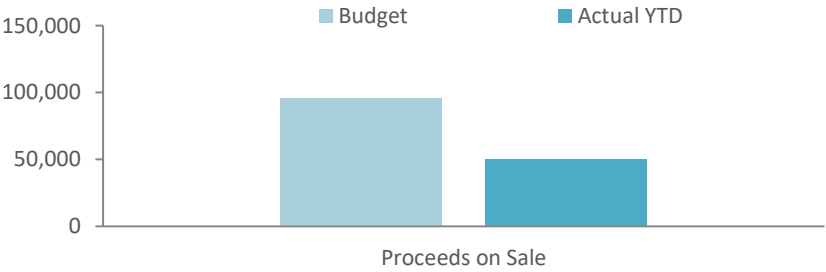
Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
10107	CEO Vehicle Changeover	43,000	51,000	8,000	0	44,269	50,483	6,214	0
	Transport								
10114	Works Manager Vehicle Changeover	54,000	45,000	0	(9,000)	0	0	0	0
				0	0			0	0
		97,000	96,000	8,000	(9,000)	44,269	50,483	6,214	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Land	250,000	0	0	0
Buildings	70,600	10,000	28	(9,972)
Furniture and equipment	25,600	3,300	0	(3,300)
Plant and equipment	465,000	78,000	92,171	14,171
Infrastructure - roads	3,624,171	260,559	241,178	(19,381)
Infrastructure - bridges	40,000	10,000	0	(10,000)
Infrastructure - parks, ovals & playgrounds	116,500	25,000	1,500	(23,500)
Payments for Capital Acquisitions	4,685,371	396,859	334,877	(61,982)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,344,919	1,145,418	1,145,418	0
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	96,000	43,000	50,483	7,483
Contribution - operations	1,044,452	(791,559)	(861,024)	(69,465)
Capital funding total	4,685,371	396,859	334,877	(61,982)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

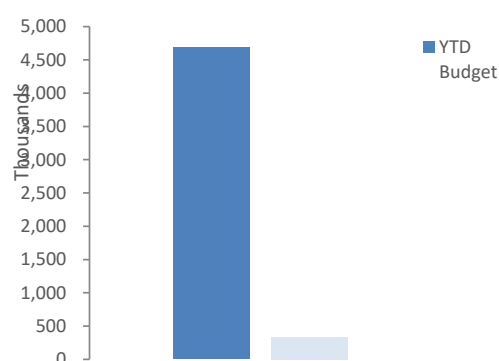
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

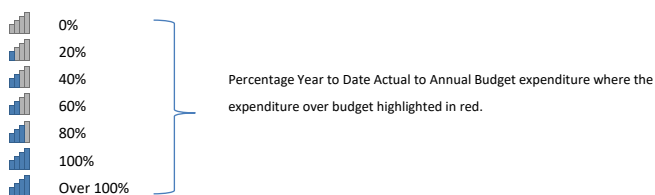
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Amended			Variance
		Budget	YTD Budget	YTD Actual	Under/(Over)
		\$	\$	\$	\$
Land					
C214	Land Purchase - Light Industrial Area	250,000	0	0	0
Total Buildings		250,000	0	0	0
Land & Buildings					
11057	CCTV Camera's	5,100	0	28	(28)
C215	Popanyinning School House (Lrci Funding)	10,000	5,000	0	5,000
C226	Popanyinning School House - Unisex Toilet & Ramp	10,500	0	0	0
C162	Cuballing Town Hall - Capital Works	45,000	5,000	0	5,000
Total Buildings		70,600	10,000	28	9,972
Furniture & Equipment					
04247	Photocopier Capital Purchase	12,000	0	0	0
C220	Administration Laptops	6,600	3,300	0	3,300
C221	Administration Office Furniture	7,000	0	0	0
Total Furniture & Equipment		25,600	3,300	0	3,300
Plant & Equipment					
12406	Capital Purchase - Dual Cab Utility	70,000	0	0	0
12414	Capital Purchase - CEO Vehicle Prado GXL	78,000	78,000	76,846	1,154
12420	Capital Expenditure - Plant & Equipment - Small Plant Items	10,000	0	0	0
12425	Capital Expenditure - Plant & Equipment - Variable Message Board	32,000	0	15,325	(15,325)
12433	EXCAVATOR - 15 TONNE	275,000	0	0	0
Total Plant & Equipment		465,000	78,000	92,171	(14,171)
Roads					
R001H	Rrg: Stratherne Road - Widen & Reconstruct Slk 12.77 - 13.82	412,872	0	13,533	(13,533)
R010A	Rrg: Springhill Road - Widen & Reconstruct Slk'S 0.08 - 0.58 & Slk 3.85	352,128	0	3,337	(3,337)
RTR011	Rtr: Williams Road - Gravel Sheetting Slk 16.30 - 17.90	59,573	0	0	0
RTR029	Rtr: Congelin-Narrogin Road - Gravel Sheetting Slk'S 4.58 - 6.87 & Slk 8.0	191,067	0	0	0
RTR095	Roads To Recovery - Alton Street	0	0	1,350	(1,350)
RTR096	Roads To Recovery - Austral Street	0	0	339	(339)
RTR139	Roads To Recovery - Darcy Street	0	0	571	(571)
RTR139A	Rtr: Darcy Street - Completion Of 24/25 Street Alignment Slk 0.00 - 0.3	86,875	0	1,375	(1,375)
WF129D	Wsfm - 2022/23 Narrogin Wandering Road-Development	0	0	5,500	(5,500)
WSF009	Wsfm: Cuballing East Road - Reconstruct 5.31K Section Slk 12.80 - 18.1	2,270,559	260,559	215,173	45,386
WSH008R	Wsfm: Cuballing East Road - 24/25 Reconstruction Works Final Seal Slk'	251,097	0	0	0
Total Roads		3,624,171	260,559	241,178	19,381
Bridges					
11214	Bridge Improvements - Capital Upgrades	40,000	10,000	0	10,000
Total Bridges		40,000	10,000	0	10,000
Parks, Ovals & Playgrounds					
C207	Heritage Walk Trail	15,000	0	0	0
C216	Popanyinning Recreation Grounds	85,000	25,000	1,500	23,500
C223	Yornaning Dam Playground Fencing	16,500	0	0	0
Total Parks, Ovals & Playgrounds		116,500	25,000	1,500	23,500
Other Infrastructure					
C225	Remote Weather Stations	10,000	10,000	0	10,000
C201	Cuballing Railway Reserve	20,000	0	0	0
C222	Cuballing Town Centre Master Plan	20,000	0	0	0
C227	Popanyinning War Memorial	20,000	0	0	0
C228	Popanyinning Community Shed	15,000	0	0	0
C224	Cuballing Dam Retic Pump	8,500	0	0	0
Total Other Infrastructure		93,500	10,000	0	10,000
TOTAL CAPITAL EXPENDITURE		4,685,371	396,859	334,877	61,982

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	56	633,805	0	0	0	(78,795)	633,805	555,010	(3,035)	27,945
Transport										
Grader	67	253,617	0	0	(40,247)	(81,283)	213,370	172,334	(401)	9,143
Other property and services										
Austral Land	64	68,171	0	0	0	(16,495)	68,171	51,676	(454)	1,390
Industrial Land	68	0	0	250,000	0	(21,808)	0	228,192	0	7,500
Total		955,593	0	250,000	(40,247)	(198,381)	915,346	1,007,212	(3,890)	53,478
Current borrowings		198,381					136,325			
Non-current borrowings		757,212					779,021			
		955,593					915,346			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

OPERATING ACTIVITIES

NOTE 9

RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	53,158	2,995	382	85,000	0	0	0	141,153	53,540
Administration Building and IT and Office Equipment	9,834	30	90	0	0	0	0	9,864	9,924
Employee Entitlements	276,653	8,248	2,538	0	0	(50,000)	0	234,901	279,191
Housing Reserve	84,651	2,523	777	0	0	0	0	87,174	85,428
Recreation & Community Facility	104,684	3,571	960	0	0	0	0	108,255	105,644
Refuse Site	48,818	1,455	448	0	0	0	0	50,273	49,266
Equestrian	5,277	11	48	0	0	0	0	5,288	5,325
Standpipe Maintenance	4,400	131	40	0	0	0	0	4,531	4,440
Road and Bridges	112,874	3,365	1,035	0	0	0	0	116,239	113,909
Community and Sporting Club	5,714	170	52	0	0	0	0	5,884	5,766
Infrastructure Renewal	0	0	0	130,000	0	0	0	130,000	0
	706,063	22,499	6,370	215,000	0	(50,000)	0	893,562	712,433

		Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2025				30 September 2025
		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		126,627	0	0	(7,374)	119,253
Total other liabilities		126,627	0	0	(7,374)	119,253
Employee Related Provisions						
Annual leave		108,588	0	0	0	108,588
Long service leave		88,021	0	0	0	88,021
Total Employee Related Provisions		196,609	0	0	0	196,609
Total other current assets		323,236	0	0	(7,374)	315,862
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 11
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2025		(As revenue)	30 Sep 2025	30 Sep 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Traineeship Incentives	7,374	0	(7,374)	0	0	7,374	7,374	7,374
General purpose funding								
Income - Grants Commission	0	0	0	0	0	646,351	87,596	87,596
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	79,000	19,750	19,750
Income Fire Mitigation Grants	0	0	0	0	0	91,200	0	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	0	0
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	1,000	0	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	129,940	129,940	129,940
Income - Grants Commission Local Road Grant	0	0	0	0	0	695,374	58,098	58,098
	7,374	0	(7,374)	0	0	1,671,139	302,758	302,758

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 12

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2025	Current Liability 30 Sep 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - LRCI Phase 4	105,949	0	0	105,949	0	145,019	0	0
Community amenities								
Community Development & Events - Grants	0	0	0	0	0	10,000	0	0
Transport								
Regional Road Grants	1,352	0	0	1,352	0	510,000	204,000	204,000
Wheatbelt Secondary Freight Network	8,704	0	0	8,704	0	2,342,385	941,418	941,418
Roads to Recovery	0	0	0	0	0	337,515	0	0
	116,005	0	0	116,005	0	3,344,919	1,145,418	1,145,418

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 13
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2025	Received	Paid	30 Sep 2025
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	66,738	(68,221)	6,891
	8,574	66,738	(68,221)	7,091

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 14
BUDGET AMENDMENTS

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption						0
	Nil						
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2025-26 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing / Permanent	Explanation of positive variances
				Comments
	\$	%		
Opening funding surplus / (deficit)	28,188	5.34%		EOFY Adjustments processed after budget adoption
Revenue from operating activities				
Rates	11,116	0.60%	Timing	Not Material
Operating grants, subsidies and contributions	0	0.00%	Timing	Not Applicable
Fees and charges	(4,279)	(2.51%)	Timing	Not Material
Interest earnings	(13,259)	(58.48%) ▼	Timing	Interest earned on surplus funds
Other revenue	(4,380)	(25.12%)	Timing	Rates Legal Costs Recovered
Profit on disposal of assets	(1,786)	(22.33%)	Permanent	CEO Vehicle Changeover
Expenditure from operating activities				
Employee costs	2,870	0.88%	Timing	Not Material
Materials and contracts	96,079	27.73% ▲	Timing	Plant Operation Costs (\$33k), Waste Collection (\$16k), Fire Mitigation (\$16k) & Community Events (\$14k)
Utility charges	13,806	50.23% ▲	Timing	Standpipe Costs (\$7k, Other (\$7k)
Depreciation on non-current assets	(12,674)	(1.81%)	Permanent	Not Material
Interest expenses	8,856	178.33% ▲	Timing	24/25 Interest Accrual Reversal
Insurance expenses	(11,636)	(9.75%)	Permanent	Additional Workers Compensation Costs
Other expenditure	10,662	58.05% ▲	Timing	Elected Member Costs
Loss on disposal of assets	0	0.00%		Not Applicable
Non-cash amounts excluded from operating activities	(36,078)	(5.20%)	Timing	Movement in pensioner deferred rates
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	0	0.00%	Timing	Not Applicable
Proceeds from disposal of assets	7,483	17.40% ▲	Timing	CEO Vehicle Changeover
Payments for property, plant and equipment and infrastructure	61,982	15.62% ▲	Timing	Multiple Capital Works Projects
Non-cash amounts excluded from investing activities	0	0.00%	Timing	Not Applicable
Financing activities				
Proceeds from new debentures	0	0.00%	Timing	Not Applicable
Transfer from reserves	0	0.00%	Timing	Not Applicable
Payments for principal portion of lease liabilities	0	0.00%	Timing	Not Applicable
Repayment of debentures	0	0.00%	Timing	Not Applicable
Transfer to reserves	(754)	(13.43%)	Timing	Not Material
Closing funding surplus / (deficit)	155,495	(5.53%)		As per explanations above

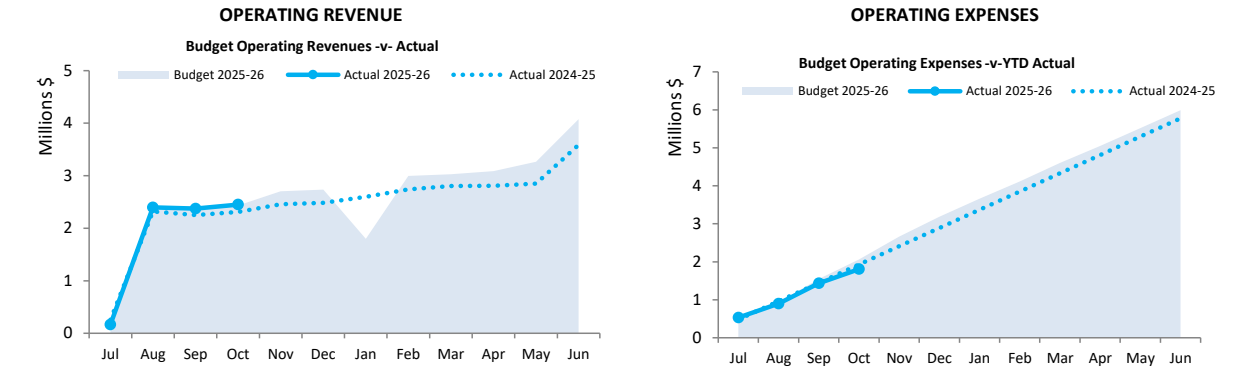
SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

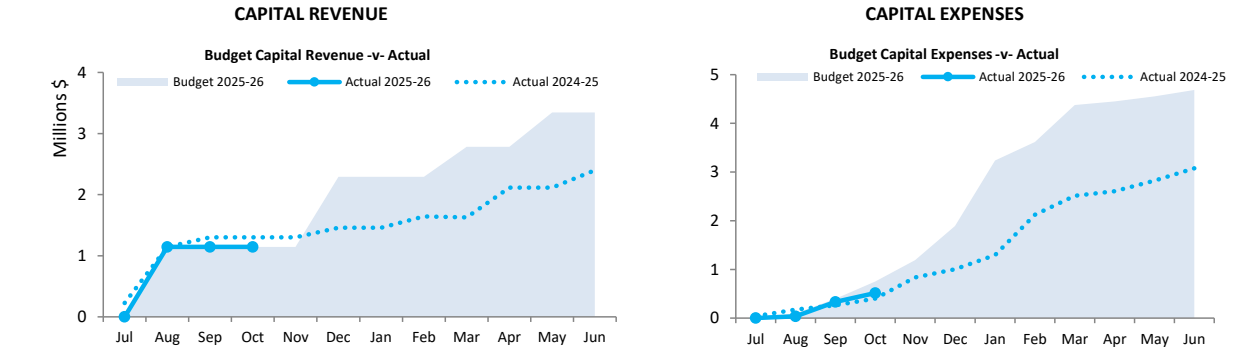
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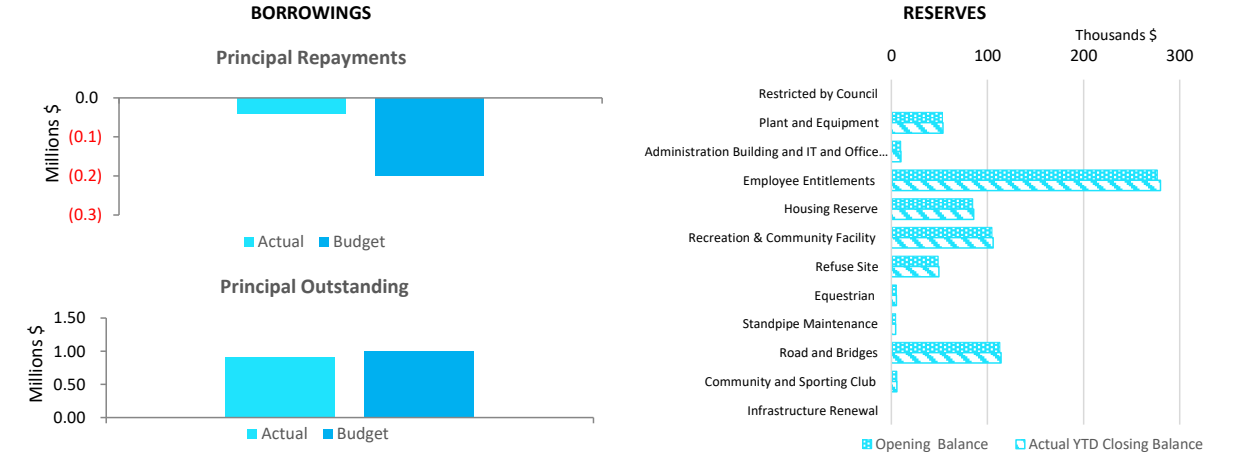
OPERATING ACTIVITIES



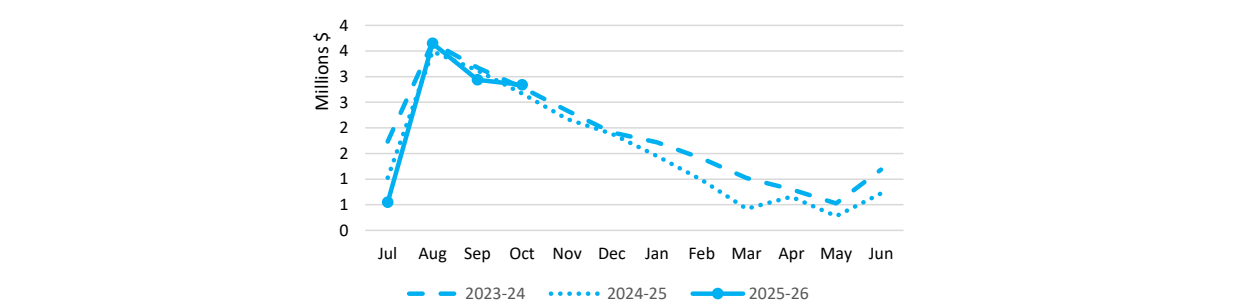
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.53 M	\$0.53 M	\$0.62 M	\$0.10 M
Closing	\$0.00 M	\$2.21 M	\$2.84 M	\$0.63 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$2.91 M	% of total		\$0.14 M	% Outstanding		\$0.29 M	% Collected
Unrestricted Cash	\$2.08 M	71.4%	Trade Payables	\$0.05 M		Rates Receivable	\$0.43 M	76.4%
Restricted Cash	\$0.83 M	28.6%	0 to 30 Days		99.3%	Trade Receivable	\$0.29 M	% Outstanding
			Over 30 Days		0.7%	Over 30 Days		86.6%
			Over 90 Days		0%	Over 90 Days		\$. M

Refer to Note 2 - Cash and Financial Assets

Refer to Note 5 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Operating Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$1.88 M	% Variance	YTD Actual	\$0.33 M	% Variance	YTD Actual	\$0.19 M	% Variance
\$0.85 M	\$1.29 M	\$1.58 M	\$0.29 M	YTD Budget	\$1.86 M	0.7%	YTD Budget	\$0.32 M	1.1%	YTD Budget	\$0.19 M	2.9%

Refer to Statement of Financial Activity

Refer to Statement of Financial Activity

Refer to Note 11 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.05 M	%	YTD Actual	\$0.52 M	% Spent	YTD Actual	\$1.15 M	% Received
(\$1.24 M)		\$0.68 M	\$0.68 M	Amended Budget	\$0.10 M	(47.4%)	Amended Budget	\$4.69 M	(89.0%)	Amended Budget	\$3.34 M	(65.8%)

Refer to Statement of Financial Activity

Refer to Note 6 - Disposal of Assets

Refer to Note 7 - Capital Acquisitions

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.04 M		Reserves balance	\$0.71 M	
(\$0.14 M)	(\$0.05 M)	(\$0.05 M)	(\$0.00 M)	Interest expense	\$0.00 M		Interest earned	\$0.01 M	
				Principal due	\$0.92 M				

Refer to Statement of Financial Activity

Refer to Note 8 - Borrowings

Refer to Note 9 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2025

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

BY NATURE OR TYPE

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	528,029	528,029	624,620	96,591	18.29%	▲
Revenue from operating activities							
Rates		1,839,478	1,863,978	1,877,769	13,791	0.74%	
Rates (excluding general rate)		701	701	0	(701)	(100.00%)	
Operating grants, subsidies and contributions	11	1,671,139	323,008	326,508	3,500	1.08%	
Fees and charges		396,374	185,501	190,824	5,323	2.87%	
Interest earnings		90,700	30,228	16,335	(13,893)	(45.96%)	▼
Other revenue		69,770	23,244	31,959	8,715	37.49%	▲
Profit on disposal of assets	6	8,000	8,000	6,214	(1,786)	(22.33%)	
		4,076,162	2,434,660	2,449,609	14,949	0.61%	
Expenditure from operating activities							
Employee costs		(1,304,853)	(434,776)	(385,003)	49,773	11.45%	▲
Materials and contracts		(1,350,489)	(526,988)	(303,979)	223,009	42.32%	▲
Utility charges		(174,753)	(32,480)	(20,304)	12,176	37.49%	▲
Depreciation on non-current assets		(2,808,152)	(936,000)	(955,729)	(19,729)	(2.11%)	
Interest expenses		(45,978)	(4,966)	3,890	8,856	178.33%	▲
Insurance expenses		(238,568)	(119,284)	(130,920)	(11,636)	(9.75%)	
Other expenditure		(59,466)	(19,474)	(13,311)	6,163	31.65%	▲
Loss on disposal of assets	6	(9,000)	0	0	0	0.00%	
		(5,991,259)	(2,073,968)	(1,805,356)	268,612	(12.95%)	
Non-cash amounts excluded from operating activities	1(a)	2,767,400	928,000	937,464	9,464	1.02%	
Amount attributable to operating activities		852,303	1,288,692	1,581,717	293,025	22.74%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	3,344,919	1,145,418	1,145,418	0	0.00%	
Proceeds from disposal of assets	6	96,000	43,000	50,483	7,483	17.40%	▲
Fair value adjustments to financial assets at fair value	8	0	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(4,685,371)	(752,159)	(515,733)	236,426	31.43%	▲
Amount attributable to investing activities		(1,244,452)	436,259	680,168	243,909	55.91%	
Financing Activities							
Proceeds from new debentures	8	250,000	0	0	0	0.00%	
Transfer from reserves	9	50,000	0	0	0	0.00%	
Repayment of debentures	8	(198,381)	(40,247)	(40,247)	0	0.00%	
Transfer to reserves	9	(237,499)	(7,488)	(8,460)	(972)	(12.98%)	
Amount attributable to financing activities		(135,880)	(47,735)	(48,707)	(972)	2.04%	
Closing funding surplus / (deficit)	1(c)	0	2,205,245	2,837,798	632,553	(28.68%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 November 2025

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(8,000)	(8,000)	(6,214)
Less: Movement in liabilities associated with restricted cash		(41,752)	0	3,369
Movement in pensioner deferred rates (non-current)		0	0	(15,420)
Add: Loss on asset disposals	6	9,000	0	0
Add: Depreciation on assets		2,808,152	936,000	955,729
Total non-cash items excluded from operating activities		2,767,400	928,000	937,464

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 October 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(893,562)	(706,063)	(714,523)
Add: Borrowings	8	229,369	176,573	136,325
Add: Provisions employee related provisions	10	234,901	276,653	280,022
Total adjustments to net current assets		(429,292)	(252,837)	(298,176)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	1,105,754	1,403,040	2,910,394
Rates receivables	3	149,928	95,507	433,741
Receivables	3	0	24,149	290,128
Other current assets	4	45,284	118,736	91,465

Less: Current liabilities

Payables	5	(331,374)	(264,166)	(137,567)
Borrowings	8	(229,369)	(176,573)	(136,325)
Contract liabilities	10	(116,006)	(126,627)	(119,253)
Provisions	10	(194,925)	(196,609)	(196,609)
Less: Total adjustments to net current assets	1(b)	(429,292)	(252,837)	(298,176)

Closing funding surplus / (deficit)		0	624,620	2,837,798
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CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		1,034,705	119,253	1,153,958	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		41,216	0	41,216	0	NAB	TBA	N/A
Investment Account - Restricted Funds		285,477	714,523	1,000,000	0	NAB	TBA	N/A
Investment Account - Unrestricted Funds		714,520	0	714,520	0	NAB	TBA	N/A
Petty Cash		700	0	700	0	N/A	N/A	N/A
Total		2,076,618	833,776	2,910,394	0			
Comprising								
Cash and cash equivalents		2,076,618	833,776	2,910,394	0			
		2,076,618	833,776	2,910,394	0			

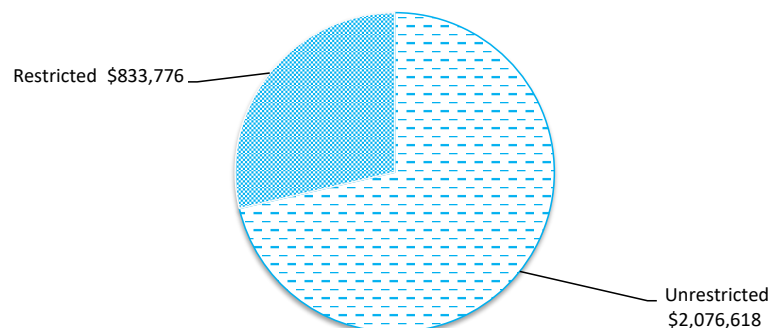
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	11,419	0	0	11,419
Other Assets				
Prepayments	5,469	0	(5,135)	334
Accrued income	22,136	0	(22,136)	0
Contract assets				
Contract assets	79,712	0	0	79,712
Total other current assets	118,736	0	(27,271)	91,465

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

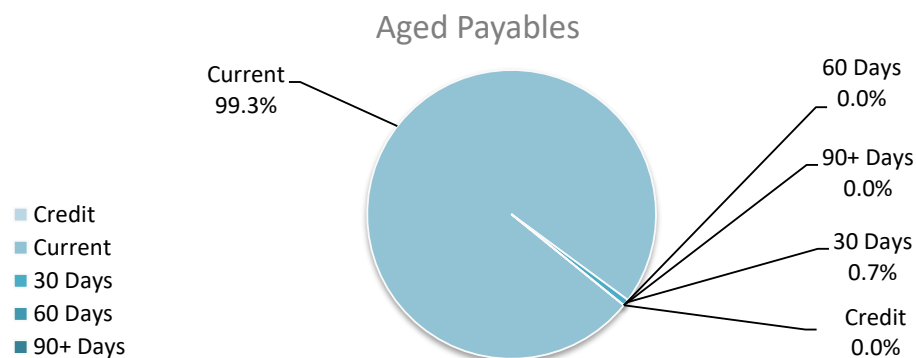
OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	50,780	374	0	0	51,154
Percentage	0%	99.3%	0.7%	0%	0%	
Balance per trial balance						
Sundry creditors						51,154
ESL Levy Collections						444
ATO liabilities						24,039
Bonds & Deposits						13,769
Prepaid Rates						48,161
Total payables general outstanding						137,567

Amounts shown above include GST (where applicable)

KEY INFORMATION

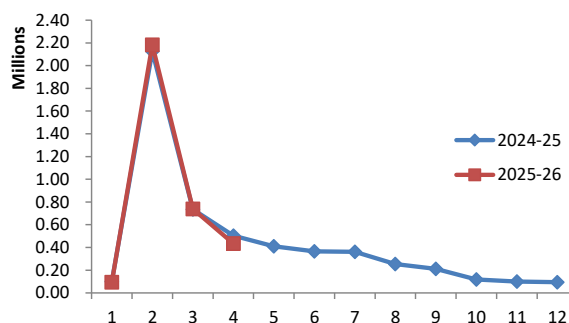
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2025	31 Oct 2025
	\$	\$
Opening arrears previous years	173,082	99,902
Levied this year	1,831,638	1,877,769
Less - collections to date	(1,871,373)	(1,510,485)
Gross rates collectable	133,347	467,186
Net rates collectable	99,902	433,741
% Collected	93.3%	76.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(649)	37,375	2,066	225,043	10,753	274,588
Percentage	-0.24%	13.61%	0.75%	81.96%	3.92%	100.00%
Balance per trial balance						
Sundry receivable						274,588
GST receivable						15,540
Total receivables general outstanding						290,128

Amounts shown above include GST (where applicable)

KEY INFORMATION

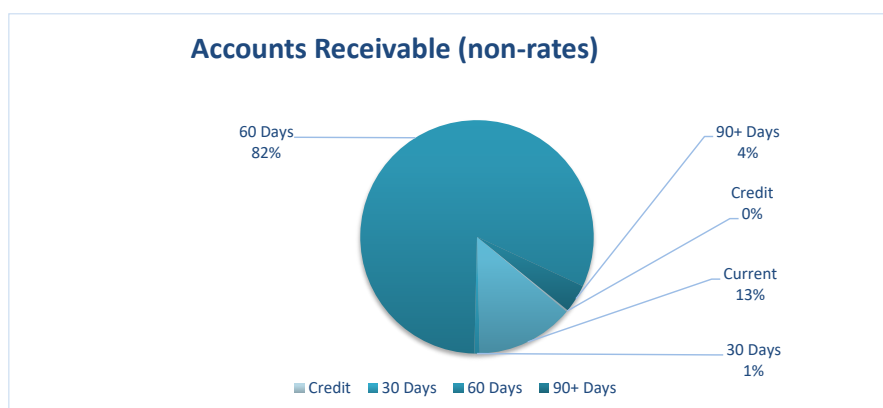
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

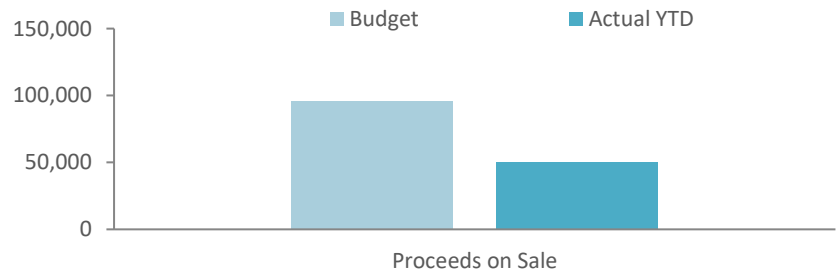
Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
10107	CEO Vehicle Changeover	43,000	51,000	8,000	0	44,269	50,483	6,214	0
	Transport								
10114	Works Manager Vehicle Changeover	54,000	45,000	0	(9,000)	0	0	0	0
				0	0			0	0
		97,000	96,000	8,000	(9,000)	44,269	50,483	6,214	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Land	250,000	0	0	0
Buildings	70,600	25,000	56	(24,944)
Furniture and equipment	25,600	6,600	0	(6,600)
Plant and equipment	465,000	110,000	92,171	(17,829)
Infrastructure - roads	3,624,171	540,559	422,006	(118,553)
Infrastructure - bridges	40,000	10,000	0	(10,000)
Infrastructure - parks, ovals & playgrounds	116,500	50,000	1,500	(48,500)
Payments for Capital Acquisitions	4,685,371	752,159	515,733	(236,426)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,344,919	1,145,418	1,145,418	0
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	96,000	43,000	50,483	7,483
Contribution - operations	1,044,452	(436,259)	(680,168)	(243,909)
Capital funding total	4,685,371	752,159	515,733	(236,426)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

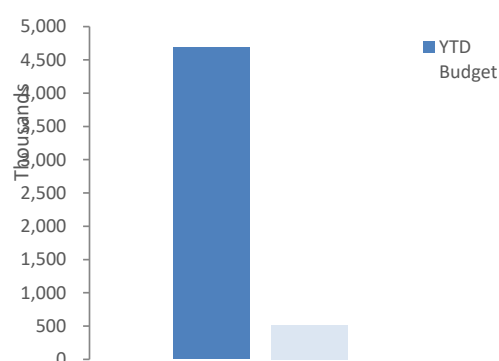
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

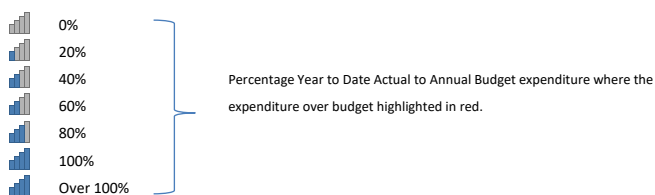
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Amended			Variance
		Budget	YTD Budget	YTD Actual	Under/(Over)
		\$	\$	\$	\$
Land					
C214	Land Purchase - Light Industrial Area	250,000	0	0	0
Total Buildings		250,000	0	0	0
Land & Buildings					
11057	CCTV Camera's	5,100	0	56	(56)
C215	Popanyinning School House (Lrci Funding)	10,000	10,000	0	10,000
C226	Popanyinning School House - Unisex Toilet & Ramp	10,500	0	0	0
C162	Cuballing Town Hall - Capital Works	45,000	15,000	0	15,000
Total Buildings		70,600	25,000	56	24,944
Furniture & Equipment					
04247	Photocopier Capital Purchase	12,000	0	0	0
C220	Administration Laptops	6,600	6,600	0	6,600
C221	Administration Office Furniture	7,000	0	0	0
Total Furniture & Equipment		25,600	6,600	0	6,600
Plant & Equipment					
12406	Capital Purchase - Dual Cab Utility	70,000	0	0	0
12414	Capital Purchase - CEO Vehicle Prado GXL	78,000	78,000	76,846	1,154
12420	Capital Expenditure - Plant & Equipment - Small Plant Items	10,000	0	0	0
12425	Capital Expenditure - Plant & Equipment - Variable Message Board	32,000	32,000	15,325	16,675
12433	EXCAVATOR - 15 TONNE	275,000	0	0	0
Total Plant & Equipment		465,000	110,000	92,171	17,829
Roads					
R001H	Rrg: Stratherne Road - Widen & Reconstruct Slk 12.77 - 13.82	412,872	0	13,533	(13,533)
R010A	Rrg: Springhill Road - Widen & Reconstruct Slk'S 0.08 - 0.58 & Slk 3.85	352,128	0	3,337	(3,337)
RTR011	Rtr: Williams Road - Gravel Sheetting Slk 16.30 - 17.90	59,573	0	0	0
RTR029	Rtr: Congelin-Narrogin Road - Gravel Sheetting Slk'S 4.58 - 6.87 & Slk 8.0	191,067	0	0	0
RTR095	Roads To Recovery - Alton Street	0	0	1,350	(1,350)
RTR096	Roads To Recovery - Austral Street	0	0	339	(339)
RTR139	Roads To Recovery - Darcy Street	0	0	571	(571)
RTR139A	Rtr: Darcy Street - Completion Of 24/25 Street Alignment Slk 0.00 - 0.3	86,875	0	1,375	(1,375)
WF129D	Wsfm - 2022/23 Narrogin Wandering Road-Development	0	0	6,275	(6,275)
WSF009	Wsfm: Cuballing East Road - Reconstruct 5.31K Section Slk 12.80 - 18.1	2,270,559	540,559	395,226	145,333
WSH008R	Wsfm: Cuballing East Road - 24/25 Reconstruction Works Final Seal Slk'	251,097	0	0	0
Total Roads		3,624,171	540,559	422,006	118,553
Bridges					
11214	Bridge Improvements - Capital Upgrades	40,000	10,000	0	10,000
Total Bridges		40,000	10,000	0	10,000
Parks, Ovals & Playgrounds					
C207	Heritage Walk Trail	15,000	0	0	0
C216	Popanyinning Recreation Grounds	85,000	50,000	1,500	48,500
C223	Yornaning Dam Playground Fencing	16,500	0	0	0
Total Parks, Ovals & Playgrounds		116,500	50,000	1,500	48,500
Other Infrastructure					
C225	Remote Weather Stations	10,000	10,000	0	10,000
C201	Cuballing Railway Reserve	20,000	0	0	0
C222	Cuballing Town Centre Master Plan	20,000	0	0	0
C227	Popanyinning War Memorial	20,000	0	0	0
C228	Popanyinning Community Shed	15,000	0	0	0
C224	Cuballing Dam Retic Pump	8,500	0	0	0
Total Other Infrastructure		93,500	10,000	0	10,000
TOTAL CAPITAL EXPENDITURE		4,685,371	752,159	515,733	236,426

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	56	633,805	0	0	0	(78,795)	633,805	555,010	(3,035)	27,945
Transport										
Grader	67	253,617	0	0	(40,247)	(81,283)	213,370	172,334	(401)	9,143
Other property and services										
Austral Land	64	68,171	0	0	0	(16,495)	68,171	51,676	(454)	1,390
Industrial Land	68	0	0	250,000	0	(21,808)	0	228,192	0	7,500
Total		955,593	0	250,000	(40,247)	(198,381)	915,346	1,007,212	(3,890)	53,478
Current borrowings		198,381					136,325			
Non-current borrowings		757,212					779,021			
		955,593					915,346			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

OPERATING ACTIVITIES

NOTE 9

RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	53,158	2,995	507	85,000	0	0	0	141,153	53,665
Administration Building and IT and Office Equipment	9,834	30	120	0	0	0	0	9,864	9,954
Employee Entitlements	276,653	8,248	3,369	0	0	(50,000)	0	234,901	280,022
Housing Reserve	84,651	2,523	1,031	0	0	0	0	87,174	85,682
Recreation & Community Facility	104,684	3,571	1,275	0	0	0	0	108,255	105,959
Refuse Site	48,818	1,455	595	0	0	0	0	50,273	49,413
Equestrian	5,277	11	64	0	0	0	0	5,288	5,341
Standpipe Maintenance	4,400	131	54	0	0	0	0	4,531	4,454
Road and Bridges	112,874	3,365	1,375	0	0	0	0	116,239	114,249
Community and Sporting Club	5,714	170	70	0	0	0	0	5,884	5,784
Infrastructure Renewal	0	0	0	130,000	0	0	0	130,000	0
	706,063	22,499	8,460	215,000	0	(50,000)	0	893,562	714,523

		Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2025				31 October 2025
		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		126,627	0	0	(7,374)	119,253
Total other liabilities		126,627	0	0	(7,374)	119,253
Employee Related Provisions						
Annual leave		108,588	0	0	0	108,588
Long service leave		88,021	0	0	0	88,021
Total Employee Related Provisions		196,609	0	0	0	196,609
Total other current assets		323,236	0	0	(7,374)	315,862
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

NOTE 11
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2025		(As revenue)	31 Oct 2025	31 Oct 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Traineeship Incentives	7,374	0	(7,374)	0	0	7,374	7,374	7,374
General purpose funding								
Income - Grants Commission	0	0	0	0	0	646,351	87,596	87,596
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	79,000	39,500	43,500
Income Fire Mitigation Grants	0	0	0	0	0	91,200	0	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	0	0
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	1,000	500	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	129,940	129,940	129,940
Income - Grants Commission Local Road Grant	0	0	0	0	0	695,374	58,098	58,098
	7,374	0	(7,374)	0	0	1,671,139	323,008	326,508

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

NOTE 12
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - LRCI Phase 4	109,197	0	0	109,197	0	145,019	0	0
Community amenities								
Community Development & Events - Grants	0	0	0	0	0	10,000	0	0
Transport								
Regional Road Grants	1,352	0	0	1,352	0	510,000	204,000	204,000
Wheatbelt Secondary Freight Network	8,704	0	0	8,704	0	2,342,385	941,418	941,418
Roads to Recovery	0	0	0	0	0	337,515	0	0
	119,253	0	0	119,253	0	3,344,919	1,145,418	1,145,418

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**NOTE 13
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 Oct 2025
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	100,010	(97,532)	10,852
	8,574	100,010	(97,532)	11,052

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

NOTE 14
BUDGET AMENDMENTS

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption						0
	Nil						
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2025-26 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing / Permanent	Explanation of positive variances
				Comments
	\$	%		
Opening funding surplus / (deficit)	96,591	18.29% ▲		EOFY Adjustments processed after budget adoption
Revenue from operating activities				
Rates	13,791	0.74%	Timing	Not Material
Operating grants, subsidies and contributions	3,500	1.08%	Timing	Not Material
Fees and charges	5,323	2.87%	Timing	Not Material
Interest earnings	(13,893)	(45.96%) ▼	Timing	Interest earned on surplus funds
Other revenue	8,715	37.49% ▲	Timing	Workers Compensation Claim
Profit on disposal of assets	(1,786)	(22.33%)	Permanent	CEO Vehicle Changeover
Expenditure from operating activities				
Employee costs	49,773	11.45% ▲	Timing	Staff on Workers Compensation and not all budgeted FTE's filled
Materials and contracts	223,009	42.32% ▲	Timing	Plant Operation Costs (\$33k), Waste Collection (\$16k), Fire Mitigation (\$16k) & Community Events (\$14k)
Utility charges	12,176	37.49% ▲	Timing	Standpipe Costs (\$7k, Other (\$7k)
Depreciation on non-current assets	(19,729)	(2.11%)	Permanent	Roads & Aged Accommodation (Non Cash)
Interest expenses	8,856	178.33% ▲	Timing	24/25 Interest Accrual Reversal
Insurance expenses	(11,636)	(9.75%)	Permanent	Additional Workers Compensation Costs
Other expenditure	6,163	31.65% ▲	Timing	Elected Member Costs
Loss on disposal of assets	0	0.00%		Not Applicable
Non-cash amounts excluded from operating activities	9,464	1.02%	Timing	Movement in pensioner deferred rates & depreciation
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	0	0.00%	Timing	Not Applicable
Proceeds from disposal of assets	7,483	17.40% ▲	Timing	CEO Vehicle Changeover
Payments for property, plant and equipment and infrastructure	236,426	31.43% ▲	Timing	Road Replacement Program
Non-cash amounts excluded from investing activities	0	0.00%	Timing	Not Applicable
Financing activities				
Proceeds from new debentures	0	0.00%	Timing	Not Applicable
Transfer from reserves	0	0.00%	Timing	Not Applicable
Payments for principal portion of lease liabilities	0	0.00%	Timing	Not Applicable
Repayment of debentures	0	0.00%	Timing	Not Applicable
Transfer to reserves	(972)	(12.98%)	Timing	Not Material
Closing funding surplus / (deficit)	632,553	(28.68%)		As per explanations above

Councillor Sarah Hawksley entered Chambers and joined the meeting at 3.56pm.

9.2 **CHIEF EXECUTIVE OFFICER:**

9.2.1 Proposed Scheme Amendment No.7 to the Shire of Cuballing Local Planning Scheme No.2

Location:	Applies throughout the district
Applicant:	n/a
Landowner:	n/a
File Ref. No:	...
Disclosure of Interest:	Nil
Date:	14 November 2025
Author:	Chris Paget – CEO / Steve Thompson – Planning Consultant
Attachments	9.2.1A Scheme amendment documentation 9.2.1B WAPC Planning Bulletin 115/2024 Short-Term Rental Accommodation 9.2.1C WAPC Position Statement: Planning for Tourism and Short-term Rental Accommodation 9.2.1.D Extract of Planning and Development (Local Planning Schemes) Regulations 2015

Summary/Purpose

To formally commence the process of amending the Shire of Cuballing Local Planning Scheme No. 2, through adopting Scheme Amendment No. 7, to implement the State Government's planning reforms for short-term rental accommodation (STRA).

Background

As Councillors are aware, LPS2 provides the statutory basis for Council regulating development and land use matters and proposals.

The purpose of Amendment 7 is to modify LPS2 to implement the State Government's planning reforms for STRA. The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024.

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;

- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching Short-Term Rental Accommodation Act 2024, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate various existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- A 90-night (cumulative) exemption within a 12-month period for 'un-hosted' short-term rental accommodation in the Perth metropolitan area.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for 'hosted short term rental accommodation' and 'un-hosted short term rental accommodation,' along with the removal of superseded land uses.

The scope of changes contained in Amendment 7 (see Attachment 9.2.1.A) are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

The Shire administration has audited LPS2 to determine which provisions are now superseded by the deemed provisions. This standard amendment is now pursued to remove provisions which have been replaced by the deemed provisions.

The Western Australian Planning Commission's (WAPC) Planning Bulletin 115/2024 Short-Term Rental Accommodation and the WAPC's Position Statement: Planning for Tourism and Short-term Rental Accommodation are set out in Attachments B and C. These documents provide background to the Amendment.

Attachment 9.2.1.D is an extract from the Planning and Development (Local Planning Schemes) Regulations which sets out procedural matters relating to scheme amendments.

Comment

It is recommended that Council resolves to adopt Scheme Amendment No. 7 as outlined in Attachment 9.2.1.A to formally commence the process of amending LPS2.

The amendment is a standard amendment under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- The amendment is not considered a complex or basic amendment.

Based on the [Environmental Protection Amendment Regulations 2024](#) (the EP Regulations), in particular Part 9A of the EP Regulations, set out prescriptions as to when scheme amendments are not required to be referred to the EPA. Furthermore, section 81(2) of the Planning and Development Act 2005 has removed the statutory requirement to refer 'prescribed' scheme amendments to the EPA.

Regarding STRA amendments, it is understood that these meet the prescriptions of clause 33C(2)(d) of EP Regulations (Part 9a) which is 'amendment to include or alter a definition of a land use category if the WAPC considers the amendment will not materially impact the operation of the scheme', and as such does require referral to or assessment by the EPA.

Subject to the Council's decision, the documentation will be forwarded to the WAPC to assess its suitability for advertising and approval to advertise. Should approval to advertise be granted then the Shire will publicly advertise the amendment for 6 weeks by writing to stakeholders, placing notices in local papers, placing details on the Shire's website and Facebook page and having information available at the Shire office.

Following the close of the consultation period, the matter will again be considered by the Council to determine whether to support final adoption of the scheme amendment. After this, the WAPC will assess the scheme amendment request with the final decision made by the Minister for Planning.

Strategic Implications

The Amendment aligns with Council's Strategic Community Plan 2023-2033 including 'Business is thriving, with ample local employment and opportunities for existing and new businesses to grow.'

Statutory Environment

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Cuballing Local Planning Scheme No. 2 (LPS2)

Policy Implications

Nil. In-time, it is expected a Local Planning Policy will be prepared for Council consideration relating to STRA.

Financial Implications

There are costs associated with advertising and the Government Gazette notice.

Economic Implications

Supports diversifying the local economy.

Social Implications

Will be addressed through future development applications.

Environmental Considerations

Will be addressed through future development applications.

Consultation

Subject to Council's decision, public comment will be invited on the Scheme amendment for 42 days.

Options

The Council can:

1. Proceed with the Amendment without modification; or
2. Proceed with the Amendment with modification; or
3. Defer and seek additional information; or
4. Not to proceed with the Amendment.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/88:

That Council:

1. Agrees to adopt an amendment to the Shire of Cuballing Local Planning Scheme No. 2, pursuant to section 75 of the Planning and Development Act 2005 as outlined in Attachment 9.2.X.A, to implement the State Government's planning reforms for short-term rental accommodation.
2. Determines that Amendment No. 7 is a standard amendment In accordance with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
 - a) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - c) The amendment is not a complex or basic amendment.
3. Note there is no requirement to refer Scheme Amendment No. 7 to the Environmental Protection Authority based on the [Environmental Protection Amendment Regulations 2024](#).
4. Submits Scheme Amendment No. 7 to the Western Australian Planning Commission for approval to advertise in accordance with Section 83A of the Planning and Development Act 2005.
5. Advertises Scheme Amendment No. 7 in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47(2) for a period of 42 days.
6. Authorises the Chief Executive Officer to progress and address matters with the Department of Planning, Lands and Heritage and the Western Australian Planning Commission.

Moved Cr Harris

Seconded Cr Sexton

CARRIED 6/0

For: Crs Kowald, Harris, Sexton, Dent, Ballantyne and Hawksley

Against: Nil

Shire of Cuballing

Local Planning Scheme No. 2

Amendment No. 7

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

Shire of Cuballing Local Planning Scheme No. 2

Amendment No. 7

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
 - A. bed and breakfast;
 - B. holiday accommodation;
 - C. holiday house;
 - D. motel; and
 - E. tourist development.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - A. *Hosted short term rental accommodation*; designate as 'P' in Rural Townsite, Rural Residential and Rural zones.
 - B. *Un-hosted short-term rental accommodation*; designate as 'D' in Rural Townsite and Rural zones and 'A' in the Rural Residential zone.
 - C. *Tourist and visitor accommodation*; designate as 'A' in Rural Townsite and Rural zones and 'X' in the Rural Residential zone.
3. In Part 6 - Division 1, 'Terms Used':
 - A. Delete the definition for '*short-term accommodation*'.
 - B. Amend the general definition for *cabin* to:

means a building that –

 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:

means a building that —

(a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*

(b) *forms part of —*

(i) *tourist and visitor accommodation; or*

(ii) *a caravan park;*

and

(c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

4. In Part 6 - Division 2, 'Land Use Terms Used in Scheme':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel; and*
- *tourist development.*

B. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.

5. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.

6. Modify Table 5 – Car parking requirements through deleting rows for bed and breakfast, motel and tourist development.

7. Insert any additional consequential scheme modifications as required.

8. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20_____

(Chief Executive Officer)

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SCHEME AMENDMENT REPORT

1. Introduction

The purpose of this Amendment is to modify the *Shire of Cuballing Local Planning Scheme No. 2* to implement the State Government's planning reforms for short-term rental accommodation.

This Amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the State Planning Framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation', along with removal of superseded land uses. This report provides further detail and background information on these changes, including specific implications for the Shire of Cuballing.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

3. State Planning Framework

The key elements of the statutory environment in relation to Amendment 7 are set out in the *Planning and Development Act 2005 (the Act)* and the *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)*. Amendment 7 has been prepared having regard to the Act and the Regulations, and the Model and Deemed Provisions contained therein.

The State Government's planning reforms for STRA are being implemented predominantly through the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for un-hosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'un-hosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire of Cuballing are detailed further in the following sections of this report.

4. Local Planning Framework

The *Shire of Cuballing Local Planning Strategy* sets out the long term planning direction for the Cuballing district and provides strategic rationale for appropriately applied decisions relating to orderly and proper planning. The Strategy recognises the economic importance of tourism to the district. The Strategy also provides support for appropriately sited, designed and managed tourist accommodation, consistent with the existing nature and amenity of these

areas. The Strategy encourages tourism proposals which suitably address relevant planning, bushfire, environmental assets, landscape qualities and compatibility with adjoining land uses. The Shire has issued only a few STRA approvals in the past decade.

5. Proposed Amendment

The purpose of Amendment No. 7 is to implement the State Government's planning reforms for STRA. The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for 'hosted short term rental accommodation' and 'unhosted short term rental accommodation,' along with the removal of superseded land uses.

While noting there is a tight local housing market, the Council does not consider that un-hosted STRA is currently an issue in the Cuballing townsite and surrounds.

The scope of changes contained in Amendment 7 are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are proposed to be incorporated into the Scheme Zoning Table to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.

To implement the required changes, this Amendment deletes all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *un-hosted short-term rental accommodation*. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this Amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a 'P' (permitted) use in Rural Townsite, Rural Residential and Rural zones;
- 'Un-hosted short-term rental accommodation' is proposed to be designated as follows:

- 'D' in Rural Townsite and Rural zones; and
- 'A' in Rural Residential zones.
- 'Tourist and visitor accommodation' is proposed to be designated as follows:
 - 'A' in Rural Townsite and Rural zones; and
 - 'X' in the Rural Residential zone.

Aside from the above, where the uses of bed and breakfast and holiday house are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the Shire's scheme, uses to be deleted through this change include:

- Motel – specifically referenced in the new land use class definition; and
- Tourist development – directly replaced by the new use class.

New and Revised Land Use and General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new STRA land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet'. The new model terms are proposed to be introduced into the scheme text through this Amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions, this being:

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

There are various additional administrative changes required throughout the Scheme arising from changing land use definitions and permissibility. This includes to parking and signage.

6. Conclusion

Amendment No. 7 has been drafted to align with the STRA framework.

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

Shire of Cuballing Local Planning Scheme No. 2

Amendment No. 7

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
 - A. bed and breakfast;
 - B. holiday accommodation;
 - C. holiday house;
 - D. motel; and
 - E. tourist development.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - A. *Hosted short term rental accommodation*: designate as 'P' in Rural Townsite, Rural Residential and Rural zones.
 - B. *Un-hosted short-term rental accommodation*: designate as 'D' in Rural Townsite and Rural zones and 'A' in the Rural Residential zone.
 - C. *Tourist and visitor accommodation*: designate as 'X' in the Rural Residential zones.
3. In Part 6 - Division 1, 'Terms Used':
 - A. Delete the definition for '*short-term accommodation*'.
 - B. Amend the general definition for *cabin* to:

means a building that –

 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:

means a building that —

(a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*

(b) *forms part of —*

(i) *tourist and visitor accommodation; or*

(ii) *a caravan park;*

and

(c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

4. In Part 6 - Division 2, 'Land Use Terms Used in Scheme':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel; and*
- *tourist development.*

B. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.

5. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.

6. Modify Table 5 – Car parking requirements through deleting rows for bed and breakfast, motel and tourist development.

7. Insert any additional consequential scheme modifications as required.

8. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20_____

(Chief Executive Officer)

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Shire of Cuballing at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____.

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Cuballing at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____, proceed to advertise this Amendment.

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Cuballing at the Ordinary Meeting of the Council held on the _____ day of _____, 20__ and the Common Seal of the Shire of Cuballing was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....

DELEGATED UNDER S.16 OF

THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....



Planning Bulletin 115/2024

Short-Term Rental Accommodation (STRA) – Guidance for local government



18 September 2024

1. Purpose

The *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) have been amended to facilitate planning changes for short-term rental accommodation (STRA). Alongside the state-wide Registration Scheme, which will be mandatory for all STRA as of 1 January 2025, the amended LPS Regulations are a key part of the State Government's commitment to ensure there is fair and consistent regulation and management of STRA across the State's planning system.

Local government will play an important role in implementing these changes through local planning frameworks. Most significantly, new 'deemed' land use classes for STRA have taken effect and are automatically read into every local planning scheme to which they apply.

Amendments to local planning schemes are needed to incorporate the new 'deemed' land uses into zoning tables, as well as remove any superseded land uses where relevant.

Local governments are encouraged to incorporate other new and revised 'model' land use classes and general definitions, that relate to tourism development, into their schemes where practicable.

This Planning Bulletin has been updated from a previous version released in November 2023. It provides a summary of the local planning scheme expectations resulting from these changes, as well as clarifying interpretation matters and outlining next steps for implementation.

2. Background

With the rising emergence of online booking platforms, there has been a lack of clarity on how STRA should be approached, including whether it should be a stand-alone land use class. This has led to inconsistency

between local government areas as well as challenges in those areas where tourism accommodation and local housing issues require more strategic consideration.

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement). Along with associated Guidelines, it outlines the WAPC's position for clearer, more consistent regulation of STRA in planning frameworks.

The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*.

Information relating to the full suite of reforms, including the state-wide STRA Register and Incentive Scheme administered by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS), can be accessed via the [Short-Term Rental Accommodation Initiatives website](#).

The Position Statement foreshadowed a series of amendments to Schedules 1 and 2 of the LPS Regulations, which as of September 2024 are in force. These include:

- new 'deemed' general and land use definitions to ensure hosted and unhosted short-term rental accommodation are considered as dedicated land use classes in planning schemes;
- new 'model' land use class of 'tourist and visitor accommodation' to supersede and consolidate a number of land use terms for traditional accommodation, as well as other changes to general definitions;

- a state-wide development approval exemption for 'hosted short-term rental accommodation' (includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area.

Local governments and other key stakeholders were consulted on these changes to the LPS Regulations in April and May 2024, with feedback received incorporated into the final amended LPS Regulations.

3. Objectives

To outline the steps and timeframes for implementing recent changes to the LPS Regulations for STRA.

4. Amending Local Planning Schemes

Amendments to local planning schemes to complement and align with new 'deemed' land use classes for short-term rental accommodation will need to be initiated as soon as possible and should ideally be completed by mid-2025, to allow for development approvals to be obtained by **1 January 2026**.

To assist local government in meeting these timeframes, all scheme amendments relating to STRA will be processed as a priority once submitted to the WAPC for assessment.

Appendices 1 and 2 provide an overview of planning framework changes arising from the STRA regulatory changes, including indicative timeframes and contacts for further information.

[Scheme Amendments – 'Deemed' STRA Land Uses](#)

To ensure consistency across local planning schemes as well as alignment with the *Short-Term Rental*

Accommodation Act 2024 (STRA Act 2024), all local governments shall incorporate two new 'deemed' STRA land use classes into the zoning table of their local planning scheme by either:

- including 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' where no uses of a similar nature have existed previously; or
- deleting superseded uses – in most cases 'bed and breakfast' and 'holiday house' – and replacing these with 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation'.

In all schemes, both metropolitan and regional, 'hosted short-term rental accommodation' should be listed as P use in all zones where any type of dwelling is capable of approval, reflecting the state-wide development approval exemption in the LPS Regulations.

For local governments within the boundaries of the Metropolitan Region Scheme (MRS), 'unhosted short-term rental accommodation' should be listed as a D or A use in zones where any type of dwelling is capable of approval, a P use in Tourism zones and an X use within all other zones, reflecting the direction set in the Position Statement.

The State Government is aware of a small number of local governments within the boundaries of the MRS who currently exempt STRA from the requirement to obtain development approval. These exemptions will need to be removed to achieve consistency with the amended LPS Regulations and Position Statement.

Local governments in regional areas, (i.e. outside of the MRS area), may designate 'unhosted short-term rental accommodation' as they see fit within each scheme zone to suit local tourism, housing or other relevant conditions.

Scheme Amendments – 'Model' Definitions

The changes also introduce a new 'model' land use class of 'tourist and visitor accommodation', which supersedes traditional accommodation uses including 'holiday accommodation', 'motel', 'serviced apartment', 'tourist development' and similar. This new definition sits separately to the retained 'hotel' use class and is also intended to include farm stays and larger bed and breakfast

style accommodation that do not fall within the definition for 'hosted short-term rental accommodation'.

While 'tourist and visitor accommodation' is not a 'deemed' definition, it is strongly encouraged to be included in local planning schemes going forward, ensuring a clearer differentiation between STRA and traditional accommodation uses. This new use, and deletion of relevant superseded uses, may be incorporated into schemes as part of the same amendment as the above-mentioned STRA uses.

This new model use class is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Such land uses will continue to be classed as 'residential buildings'.

Further to this, revised general definitions of 'cabin' and 'chalet' and the amended land use definition of 'road house' can be introduced, along with deletion of the general definition for 'short-term accommodation'.

Classification of Scheme Amendments

The classification of amendments is at the discretion of the individual local government, however, the following provides a guide on scenarios where a 'basic' or 'standard' amendment stream might apply.

Scheme amendments that propose to replace superseded land use classes with the new STRA land uses, without changes to permissibility in the zoning table, can generally be processed as a 'basic' amendment.

If an amendment introduces or changes permissibility for new STRA and traditional accommodation uses, or introduces supplemental development standards or other scheme provisions, it will generally be progressed as a 'standard' amendment.

A model scheme amendment document has been prepared by the Department of Planning, Lands and Heritage (DPLH) and can be used by local governments in aligning their local planning schemes with the LPS Regulations and the Position Statement. If not already received, please contact your applicable schemes or area team at DPLH to obtain a copy of this amendment template.

5. 'Deemed' Development Approval Exemptions

Development Approval – New Exemptions

Amendments to the LPS Regulations have introduced two new 'deemed' development approval exemptions.

Hosted STRA

'Hosted short-term rental accommodation' is exempt state-wide and applies to all dwelling types with no time restrictions. The State Government's position on this matter was set through the release of the Position Statement in November 2023.

It is important to note that 'hosted short-term rental accommodation' will still require registration with the STRA Register, ensuring regulatory oversight.

Ancillary dwellings (granny flats) are considered to be 'hosted short-term rental accommodation' when the 'host' resides on site in either the primary or ancillary dwelling. This is because, by definition, ancillary dwellings can only occur on the same site as another type of dwelling (i.e. single, grouped or multiple). This is further reinforced by the general deemed definition of 'short-term rental arrangement', which provides the ability for a dwelling, or part of a dwelling, to be used as STRA.

Unhosted STRA

'Unhosted short-term rental accommodation' within the Perth metropolitan area is exempt from requiring development approval for a period of up to 90-nights within a 12-month period from the date of registration. This exemption is intended for ad hoc situations in a person's primary place of residence, such as when they are away on holidays. The exemption cannot be undone through a local planning policy.

The STRA Register will track booking events to monitor compliance with this exemption. Notifications will be sent to operators who are approaching the 90-night limit advising of the requirement to obtain development approval to continue the use beyond the exemption period. A change of use development application requirement is triggered once the 90-night exemption has been exhausted.

Development Assessment and Approval – Unhosted STRA

The assessment of development applications for changes of use to ‘unhosted short-term rental accommodation’ will generally be a matter for the local government to consider on a case-by-case basis, having regard to any local planning policies prepared (refer to Local Planning Policies section below).

It is prudent to note that the premises must first be classified as a type of ‘dwelling’ to enable the change of use, given reference to this term within the ‘deemed’ general definition for ‘short-term rental accommodation’.

In this regard, the Residential Design Codes (R-Codes) will, in most instances, continue to apply to works associated with a short-term rental accommodation proposal.

Local governments have the flexibility to condition occupancy numbers for ‘unhosted short-term rental accommodation’ through development approvals, should the maximum of 12 persons be considered inappropriate in relation to the size of the dwelling. Local planning policies can provide guidance on when and how occupancy numbers may be assessed and conditioned.

It should also be noted that in zones where a type of ‘dwelling’ is discretionary, it is possible for a site to have multiple active development approvals in-force at any one time allowing for changes of use between STRA and a ‘dwelling’ without the need to obtain further approval.

Where a development approval is required under a scheme for ‘unhosted short-term rental accommodation’, a local government can consider any relevant matter under clause 67 of the ‘deemed provisions’.

Bushfire Considerations

Changes to the State Government’s bushfire planning framework detail that a ‘vulnerable land use’ does not include a change of use in an existing single house or ancillary dwelling; including STRA. The proposed changes will also make clear that Part 10A of the ‘deemed provisions’ will be mostly concerned with the construction aspect of development (i.e. not changes to use).

The LPS Regulations amended for STRA also introduce a new ‘deemed’ clause 78B(1A), to ensure that exempt short-term rental accommodation proposals situated within bushfire prone areas, remain as such. This would apply in instances where the use is permitted in a zone, or otherwise exempt through cl. 61 of the ‘deemed provisions’.

A Good Host Pack for short-term rental accommodation owners has been prepared by DEMIRS, which includes information from the Department of Fire and Emergency Services (DFES), with messaging encouraging STRA operators to ensure they have a bushfire plan in place and to communicate this with their guests. Further information can also be found [via the DFES website](#).

Local governments may also include bushfire response considerations within local planning policies for STRA.

Local Planning Policies (LPPs)

The Position Statement encourages the development of LPPs to provide further guidance on the consideration of STRA proposals. Existing LPPs relating to STRA can continue to operate and be used for assessment purposes, except where they conflict with changes to the LPS Regulations or replicate the state-wide Registration Scheme.

Local government should update existing LPPs concurrently with scheme amendments, to ensure alignment with the amended LPS Regulations as well as the Position Statement and Guidelines.

To assist, a Local Planning Policy Guidance document has been prepared, in collaboration with the WA Local Government Association (WALGA). This document provides direction on a number of matters which can be considered when preparing local planning policies for the assessment of ‘unhosted short-term rental accommodation’. A copy of this policy guidance is available at the [WALGA website](#).

6. State-Wide STRA Register

The state-wide STRA Register, established by the STRA Act 2024, is now operational. Registration for all STRA will be mandatory by **1 January 2025**. The Register replaces any existing local government STRA

registers which may have been in place prior to proclamation of the STRA Act 2024.

All STRA are required to register prior to operation – regardless of whether they are ‘hosted’ or ‘unhosted’, or whether they qualify for a development approval exemption through the LPS Regulations. Registration is completed by either the STRA owner or tenant (with the owner’s consent) and is renewed annually.

Under the STRA Act 2024 and associated regulations, it is mandatory for applicants to enter either that a development approval is not required, or the status of their development approval at the point of registration. This includes whether an application has been approved (including their development approval number), submitted, refused, or not obtained.

STRA accommodation providers may register their premises without having first obtained a development approval, however they must comply with all relevant local planning scheme requirements.

Where a premises is being used for STRA unlawfully, local governments may take enforcement action under the *Planning and Development Act 2005*. A designated officer of the LGA may also provide the Commissioner for Consumer Protection with a certificate under section 29 of the STRA Act. Where considered appropriate to do so, the Commissioner may exercise their discretionary power to suspend or cancel registration based on the grounds listed in the STRA Act 2024.

Strategic Planning Implications

Registration data will, over time, allow local governments to make more informed strategic decisions based on the actual number, type and location of registered STRA premises within a particular municipality.

Any further action taken based on this data would need to be considered holistically in the context of a broader population and housing analysis undertaken through a local planning strategy review.

Further guidance on strategic planning considerations for STRA and tourism more broadly is provided in the Position Statement and Guidelines.

7. Communication and advice to STRA operators

Changes to planning schemes may create uncertainty for existing STRA operators who have not previously required development approval, or where such requirements have been unclear or not consistently enforced.

Local governments should consider how best to communicate relevant planning changes to their communities and/or existing STRA operators, to allow for development approvals to be obtained by 1 January 2026. STRA owners and operators may contact their local government seeking information about approval requirements that currently exist, or may be introduced in their area.

Any communication from local government on planning requirements should also make it clear that obtaining a development approval is a separate process to registration, which is to be done online through the [DEMIRS registration portal](#). Local governments undertaking 'standard' amendments to implement the new STRA and tourism land use classes may wish to consider communications approaches during the amendment consultation period.

To assist, a dedicated website [Short-Term Rental Accommodation Planning Reforms](#) has been established to provide information to STRA operators and other interested parties. The website includes various FAQs, as well as links to the Position Statement and Guidelines.

Further Information

Further information on the Position Statement and LPS Regulations changes can be obtained from tourism@dplh.wa.gov.au.

Technical enquiries regarding scheme amendments should be directed to the relevant schemes or area team for your local government area.

Further information on the technicalities of the register, including the local government dashboard, can be obtained via by contacting the STRA Registration Team at DEMIRS at straenquiries@demirs.wa.gov.au.

Appendix 1 – SUMMARY OF PLANNING FRAMEWORK CHANGES – SHORT TERM RENTAL ACCOMMODATION (STRA)

	INSTRUMENT	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
STATE GOVERNMENT	LPS Regulations	<p>Schedule 1 – Model Provisions:</p> <ul style="list-style-type: none"> Revised general definitions for ‘cabin’ and ‘chalet’; Consolidated land use class for ‘tourist and visitor accommodation’; Deleted land use classes for various accommodation types; and Revised land use definition for ‘road house’. <p>Schedule 2 – Deemed Provisions:</p> <ul style="list-style-type: none"> Land use definitions for ‘hosted STRA’ and ‘unhosted STRA’; General STRA definitions linking to the <i>Short-Term Rental Accommodation Act 2024</i>; Development approval exemption for hosted STRA (state-wide); Development approval exemption for unhosted STRA operating up to 90-nights in a 12-month period within the Perth metropolitan area (i.e. where MRS applies); and Exemption for STRA within bushfire prone areas. <p>NOTE – Position Statement and Guidelines to provide direction on the above was previously released in November 2023.</p>	<p>In operation.</p> <p>Local Governments to amend schemes as per Part 4 and Appendix 2 of this bulletin.</p>	DPLH Tourism Team – tourism@dplh.wa.gov.au
	Local Planning Strategies	<ul style="list-style-type: none"> Strategies should acknowledge the role and impacts of STRA in the local area (as appropriate), within tourism and housing sections. Data from the Short-Term Rental Accommodation Register, accessible by local governments, to be used as evidence to justify and inform strategic direction in conjunction with other findings applicable to tourism accommodation and housing supply. 	As required during periodic strategy review process.	DPLH Land Use Planning area or scheme team
LOCAL GOVERNMENT	Local Planning Schemes	Refer Appendix 2		
	Local Planning Policies (LPPs)	<ul style="list-style-type: none"> Local governments may develop new or revised LPPs to address specific STRA planning issues in their area. These should align with the LPS Regulations Amendments as well as the WAPC’s Position Statement Preparation should consider matters outlined in WALGA’s STRA Local Planning Policy Guidance document. LPPs should be prepared for the purpose of guiding the assessment of development applications for unhosted STRA, given the state-wide exemption for hosted STRA. LPPs cannot undo cl. 61 exemptions for hosted and unhosted STRA. 	Policy development concurrent with scheme amendment (as above) is encouraged to ensure holistic consideration of planning framework changes.	DPLH Land Use Planning area team

Appendix 2 – SUMMARY OF LOCAL PLANNING SCHEME CHANGES – SHORT-TERM RENTAL ACCOMMODATION (STRA)

	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
PERTH METROPOLITAN (i.e. within MRS)	<p>Mandatory Amendments – by 1 January 2026:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption. <input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign as a ‘D’ or ‘A’ use in all zones where any type of dwelling is capable of approval, ‘P’ in Tourism zones and ‘X’ in remaining zones, to reflect direction in the WAPC’s Position Statement (November 2023). <p>Additional Amendments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained). <input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’. 	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	<p>DPLH scheme team.</p> <p>Note - all scheme amendments relating to STRA will be processed as a priority.</p>
REGIONAL (i.e. outside MRS)	<p>Mandatory Amendments – by 1 January 2026:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption. <input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign in zoning tables as required to reflect local housing and tourism conditions. <p>Additional Amendments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained). <input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’. 	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	<p>DPLH area team</p> <p>Note - all scheme amendments relating to STRA will be processed as a priority.</p>

Disclaimer

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Department of Planning,
Lands and Heritage



Position Statement:

Planning for Tourism and Short-term Rental Accommodation

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment

Disclaimer

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Communications Branch.

1. Policy intent

The intent of this Position Statement is to guide the appropriate location and management of tourism and short-term rental accommodation land uses through the planning framework and:

- facilitate acceptable development of new and evolving tourism opportunities;
- provide a high-level of amenity in tourism areas; and
- deliver quality land use planning outcomes.

2. Planning for tourism in Western Australia

Western Australia's many natural and man-made features and attractions provide substantial opportunities for tourism, which is a significant contributor to the State and local economies, particularly in regional areas. Tourism encompasses an array of development types, sizes and locations, and includes accommodation, attractions, facilities, infrastructure and other ancillary services.

Appropriate planning and management of tourist areas and uses is necessary for their promotion and retention, to prevent encroachment from incompatible land uses,

to protect the amenity, environmental and landscape values of tourist areas, and to address potential land use conflict. In some areas demand for tourism infrastructure, particularly accommodation, can also come from other needs such as medical, business and educational travel.

Planning for tourism must be capable of adapting to changes in the sector and the consideration of value-add opportunities.

Local governments are encouraged to consult with Tourism Western Australia and other relevant State Government agencies, tourism associations, local operators and the local community when undertaking planning for tourism as described within this Position Statement.

3. Application of this Position Statement

This Position Statement applies to all tourism and short-term rental accommodation proposals within all regions of Western Australia and should be applied in conjunction with the *Planning for Tourism and Short-term Rental Accommodation Guidelines* (the Guidelines).

In this Position Statement the term 'tourist accommodation' refers to all traditional forms of tourist accommodation land uses provided within the Planning and Development (Local

Planning Schemes) Regulations 2015 (LPS Regulations), aside from those broad use types listed under Section 3.1 – Exclusions.

Similarly, the term 'short-term rental accommodation' refers to hosted or unhosted uses of this specific type which will be reflected in new land use definitions under the LPS Regulations.

3.1 Exclusions

This Position Statement is not intended to capture the following forms of short-term and temporary accommodation, which are often subject to either alternative guidance and legislation or approaches by local government (further information is available in section 4 of the Guidelines):

- lodgers and boarders;
- house swapping and housesitting;
- personal use of a holiday home or the sharing of a holiday home with the owner's family and friends;
- student exchange accommodation;
- workforce accommodation; and
- residential parks, park home parks, lifestyle villages.

4. Policy objectives

The policy objectives for planning for tourism and short-term rental accommodation are to:

- Provide a strategic approach to the sustainable development and management of tourism and short-term rental accommodation land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism.
 - Identify opportunities and protect locations, tourism precincts and sites (existing and potential) where demand for future tourism land use and development have been identified. The character, landscape, visual amenity, economic, social, cultural and environmental values of natural and/or built features that may have future tourism potential should be protected; any negative impacts minimised; and, where possible, values enhanced.
 - Plan appropriate infrastructure and services necessary to support tourism development and ensure new and expanded tourism development has secure access to services/infrastructure.
 - Recognise that the commercial sustainability of tourism may require flexibility in product mix, site design and risk mitigation approaches.
- Promote the co-location of complementary and compatible tourism land uses to create identifiable tourism precincts that benefit tourism amenity.
 - Ensure land use impacts between tourism and short-term rental accommodation activities and other land uses (including residential areas) are appropriately managed.
 - Manage the effects of tourism and short-term rental accommodation on local housing markets, including:
 - Demand for accommodation for tourism industry workers;
 - Impacts on housing supply; and
 - The availability of dwellings for long-term rental.

5. Policy measures

Local governments are best placed to plan for tourism and short-term rental accommodation within their communities, with local knowledge of tourism activity, opportunities, constraints, including potential impacts and what requirements should be placed on tourism or short-term rental accommodation proposals.

5.1 General measures

In general, strategic and statutory planning decisions should:

- Encourage a range of tourist accommodation, including short-term rental accommodation, choices and experiences as required.
- Encourage sustainable ecotourism that recognises and complements Western Australia's unique and sensitive natural environment, heritage and Aboriginal culture.
- Give effect to this Position Statement and Guidelines, and the *State Government Strategy for Tourism in Western Australia 2020* (as amended).
- Be consistent in the use of tourism land use and accommodation definitions contained in the LPS Regulations and State Planning Policy 7.3: Residential Design Codes.
- Promote the location of tourist accommodation in areas with the highest tourism amenity (for example beach access, views, facilities, availability of services) and adequate separation from, or management of, any interface with residential land uses.
- Ensure areas used exclusively for strategic tourism sites and precincts are zoned as Tourism or Special Use.
- Ensure that new and proposed caravan park sites are zoned to facilitate long-term security for continued use, preferably through a Tourism or Special Use/ Special Use – Caravan Park zone, while providing for a range of appropriate incidental uses and tourism accommodation types.
- Maintain and support existing tourism and special use sites. Rezoning should only be supported if it is demonstrated that a tourism site is unfeasible in the long-term because of a lack of tourism demand, sustainable tourism function and a long-term decline of all tourism activities and accommodation types in the region.

The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component.

Where permitted, tourism uses on agricultural or rural land should be secondary to agricultural and/or rural uses to protect the primacy of the land for rural uses (for example farm stay, restaurant at vineyard, farm gate sales) as provided by *State Planning Policy 2.5: Rural Planning*. Proposals in areas subject to natural hazards (bushfire, coastal, cyclone and flood prone areas) are to meet the requirements set out in the relevant State planning policies (2.6: *State Coastal Planning*, draft 2.9: *Planning for Water*, 3.4: *Natural Hazards and Disasters* or 3.7: *Bushfire*).

Where coordination is required (for example across multiple sites, stages or for infrastructure provision), proposals within tourism precincts or sites should be informed by the preparation of a structure plan and/or local development plan as appropriate. These plans should be required prior to subdivision or development approval.

5.2 Local planning strategy considerations

The local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area. The local planning strategy also provides the line-of-sight between state-wide strategic planning and policy to the local framework and decision-making. Local governments are encouraged to address tourism as a planning issue/

opportunity to ensure strategic tourism needs are planned for. The extent to which tourism and short-term rental accommodation is examined within the local planning strategy should be proportionate to the significance of tourism to the community and local economy. The tourism component of the local planning strategy should:

- Reflect on the existing planning framework (including the local planning scheme and relevant local planning policies) and whether it is fit-for-purpose and achieving the tourism and short-term rental accommodation outcomes being sought.
- Discuss current and emerging tourism trends and issues, including the provision of information on existing tourism, aspirations for long-term tourism and existing problems related to tourism.
- Where tourism and/or short-term rental accommodation is significant to the locality or region, the local planning strategy should include substantial detail on issues such as accommodation supply and demand, the rationale for determining future land allocation (site size and location), suitable planning controls and anticipated tourism infrastructure needs.
- Identify suitable tourism sites and precincts in accordance with locational criteria developed by the local government and ensure these are

located appropriately to townsites and in proximity to the features and attractions they are intended to serve. Locations identified for tourism should be consistent with other existing policies.

- Outline suitable planning controls to guide and manage tourism and short-term rental accommodation uses that will need to be incorporated in the local planning scheme.
- Be consistent with this Position Statement.

5.2.1 Caravan parks

Caravan parks are a fundamental component of the tourism accommodation mix and can experience competing demands from tourists, long-stay tenants, temporary workers and people seeking alternatives to traditional rental accommodation. In addition, the demand for land in tourist locations has contributed to numerous caravan park closures throughout Western Australia.

Strategic planning for caravan parks should:

- ensure development and long-term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists;
- recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches; and

- ensure any new caravan parks are located appropriately for their context and intended market and function.

5.2.2 Short-term rental accommodation

Short-term rental accommodation is the collective name given to holiday homes, units or apartments offered for short-term letting, often through an online booking platform or management agent. Short-term rental accommodation is either hosted (where a permanent resident (host) is present) or unhosted (where guests have exclusive use of an entire house, unit or apartment). Commonly, they can be:

- a family holiday home, periodically offered as a short-term rental;
- a property purchased for the sole intent of operating a short-term rental operation; and
- spare bedrooms and areas within a home, offered to let on a short-term basis.

The success of online booking platforms offering short-term rental accommodation has seen a rapid increase in short-term rentals, with high concentrations occurring in popular tourist locations. Demand can also be high in localities attracting non-tourism related travel, such as medical, education and business travel. In some cases, the rapid

growth in the short-term rental market has placed management and compliance stress on local governments and can have a variety of negative flow on effects.

Local government should consider whether detailed attention needs to be given to short-term rental accommodation in the local planning strategy. In areas where short-term rentals are in low demand and do not cause significant community concern, addressing the topic within the local planning strategy may be unnecessary.

5.2.2.1 Supply, demand and pressures associated with short-term rental accommodation

To help understand current and emerging trends and issues, local governments are encouraged to undertake a short-term rental accommodation supply and demand analysis. A supply and demand analysis should include consideration of the short-term rental market, the relationship with permanent housing provisions and the traditional accommodation provision. This analysis could be undertaken as a sub-section of broader population and housing studies conducted as part of the local planning strategy, to ensure all relevant housing supply and demand matters are considered holistically.

Considerations may include:

- identification and assessment of current and future short-term rental demands informed by Tourism Western Australia data, the WA Government's short-term rental accommodation register, Australian Bureau of Statistics data, local government data as well as other planning documents;
- identification of short-term rental accommodation opportunities; and
- interaction between short-term rental accommodation demand and local housing objectives.

Evidence from other jurisdictions (and increasingly from tourism locations in the South West) indicates that a rapid growth in, or high supply of, short-term rentals may affect the availability of long-term rentals and housing choice for permanent residents of a community.

Local governments with areas subject to a high supply of short-term rental accommodation and relatively stable housing growth are encouraged to monitor the situation in their communities and adjust policy settings as appropriate.

5.2.2.2 Location of short-term rental accommodation

Short term rental accommodation should generally be a permitted use in tourism zones.

Outside tourism zones, consideration should be given to the appropriate location of short-term rental accommodation; specifically where it should be prioritised to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.

In seeking to guide the location of short-term rental accommodation outside Tourism zones, the following considerations may be relevant to the local government:

- Provision of, and access to, tourist amenity, proximity to social, cultural, and leisure attractions and accessibility to transport routes and public transport services.
- Localities where short-term rental accommodation may be particularly in demand for non-tourism needs, such as temporary workers accommodation and medical travel, and how these should be balanced with demand from tourism.
- Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.

- Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).
- Risk of natural hazards, particularly bushfire, and the extent of measures which may need to be in place to address the level of risk.
- Any other relevant planning consideration and/or policy instruments within the planning framework.

5.3 Bushfire planning requirements

There are no requirements within State Planning Policy 3.7 Bushfire (SPP 3.7) and Planning for Bushfire Guidelines (the Guidelines) for hosted or unhosted short-term rental accommodation.

Where a regional local government determines that a development application for short-term rental accommodation is required, and the development site is within a bushfire prone area, then the local government will need to specify any relevant bushfire requirements in a local planning policy.

5.4 Statutory planning considerations

The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.

Broadly speaking, local planning schemes and amendments should:

- include a range of tourism, special use and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the direction provided in local planning strategy;
- utilise land use definitions as set out in and LPS Regulations for tourism and short-term accommodation uses, as applicable;
- provide clear guidance as to the permissibility of tourism and short-term rental accommodation land use types in all relevant zones via the zoning table, in accordance with the guidance provided in this Position Statement and accompanying guidelines.

Where planning scheme provisions are inconsistent with this Position Statement, local planning schemes must be updated. To complement local planning scheme provisions and guide the exercise of

discretion, local government may utilise local planning policies to inform land use and development decisions.

The Guidelines provide further guidance on statutory planning considerations and approaches.

5.4.1 Caravan parks

To support the policy objectives a local planning scheme should:

- zone caravan park sites to secure continuing use of the site for caravan park and appropriate incidental uses, having regard for local context (Tourism and Special Use/Special Use – Caravan Park zones are preferred for this purpose);
- designate caravan parks as a permitted (P) or discretionary (D) use in the Tourism zone or designate sites as Special Use/Special Use – Caravan Park zones, and provide for a range of complementary incidental uses including additional tourism accommodation types where appropriate;
- consider designating caravan park as an Additional Use for specific sites outside the Tourism and Special Use/Special Use – Caravan Park zones where caravan and camping may be desired as a secondary offering to the primary use; and

- encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context.

The rezoning of Tourism or Special Use – Caravan Park zoned sites to residential, commercial or alike zones is generally considered inconsistent with the objectives of this Position Statement. However, if a rezoning is proposed it should be justified and assessed in the context of this Position Statement, the Guidelines and the relevant local planning strategy.

Where it can be demonstrated that a caravan park site is no longer required, and this is supported by the Western Australian Planning Commission (WAPC) in consultation with relevant stakeholders, including long-stay tenants, the WAPC may recommend that the Minister for Planning approve the rezoning; subject to all other relevant planning considerations.

5.4.2 Short-term rental accommodation

Short-term rental accommodation is considered a distinct land use class to traditional tourist accommodation and is divided into two categories: hosted and unhosted. Local planning schemes can manage the location of unhosted short-term rental accommodation through a combination of zoning and land use permissibility.

Development control measures can be set through local planning schemes and local planning policies to manage size, location, and potential amenity impacts. Short-term rental accommodation providers and decision-makers should also consider any broader legislative requirements that may apply such as smoke alarms, Residual Current Devices (RCDs), compliant barriers for private swimming pool and spas, food service requirements and requirements under the National Construction Code.

5.4.2.1 Hosted short-term rental accommodation

Hosted accommodation is considered a low-scale form of short-term rental accommodation because the host resides on the site and can manage any issues that may arise with respect to amenity, noise and other impacts. It may also be contended that the short-term rental accommodation use of the property is incidental to the permanent residential use.

It is intended that hosted accommodation, where the owner or occupier of the dwelling is present when guests are staying overnight, should not require a development approval, and should be represented as such in the zoning table.

5.4.2.2 Unhosted short-term rental accommodation

Local government should regulate unhosted short-term rental accommodation through its local planning framework to supplement broader State Government reforms on this matter.

It is acknowledged that there have traditionally been various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia. This Position Statement sets out considerations in both metropolitan and regional contexts. For the purposes of this section of the Position Statement, references to 'regional' areas includes the Peel region.

Perth Metropolitan Area

Within the context of the Perth Metropolitan Area, renting of a dwelling for 90 nights or less within a 12-month period, such as when the owner is on holidays from their primary place of residence, is considered to be low scale in impact and incidental to the primary use of the property. Therefore, short-term rental accommodation operators that let out their residence for 90 nights or less within a 12-month period will not need development approval.

This exemption will have effect wherever the Metropolitan Region Scheme applies and will be reflected in all applicable local planning schemes, via Schedule 2 'deemed provisions' of the LPS Regulations. It will also still apply within bushfire prone areas.

Where short-term rental accommodation is occurring as unhosted for more than 90 nights in a 12-month period, the intensity of the use and form of activity changes from a permanent residential dwelling. There is the potential for impacts on the locality, particularly in relation to residential amenity, as well as broader housing supply objectives. Accordingly, use of a dwelling as unhosted short-term rental accommodation for longer periods of time is considered a change of use from a residential dwelling.

For local governments within the Perth Metropolitan Area– zoning table provisions in all local planning schemes shall require development approval (i.e. a D or A use) for unhosted short-term rental accommodation uses outside of tourism zones exceeding 90 nights within a 12-month period.

This single set of rules for Perth will ensure greater consistency across the metropolitan area and will allow the local government to assess individual proposals on a case-by-case basis, allowing consultation to occur where deemed necessary.

Outside Perth Metropolitan Area (including Peel)

For local governments in regional areas (i.e., outside the Metropolitan Region Scheme) – zoning table and scheme provisions for unhosted short term rental accommodation will be at the discretion of the individual local government. This is in recognition of the need to provide greater flexibility for regional local governments, acknowledging that there are various approaches dependent on local community demographics, housing availability and tourism markets.

Local governments in regional areas are encouraged to update their schemes as soon as practicable to provide guidance on where short-term rental accommodation may or may not be acceptable within their municipality, and importantly where it would be beneficial for a development application to be received for these uses. Requiring a development approval will allow the local government to assess the impacts of a specific proposal on both the amenity of a locality and local housing markets, as well as the impacts on the local tourism economy of their area (if applicable). There should also be a focus on the use of a dwelling and how this relates to local planning objectives and amenity impacts.

General Local Planning Considerations

The regulatory and policy response of the local government toward unhosted short term rental accommodation should be proportional to the significance of the issues arising in a municipality, especially in regional areas.

In determining the appropriate way to further tailor unhosted short-term rental accommodation requirements, the following statutory planning mechanisms can be considered:

- Utilising the zoning table, and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated. Short-term rental accommodation should only be prohibited (X) in areas with low residential amenity such as industrial zones. Guidance tailored to specific localities or planning considerations where short-term rental accommodation is discretionary can be provided through local planning policies or other appropriate scheme mechanisms.
- Capping guest numbers permitted within a short-term rental accommodation property through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such

as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding “party houses”).

- Utilising a local planning policy to guide discretionary decision-making, which may include but not be limited to:
 - locational factors which may assist in determining appropriate locations for unhosted forms of short-term rental accommodation within residential areas (refer to the Guidelines for further information);
 - impact on local housing market, where this has been identified as an issue in the local planning strategy;
 - limits to the number of guests and/or rooms;
 - provision of car parking;
 - minimum stay or booking requirements (e.g. 2 nights);
 - minimum services such as potable water and reticulated sewerage;
 - preparation and approval of a Management Plan;
 - waste management;
 - whether pets of guests (such as dogs) are permitted;
 - managing for potential noise nuisance; and

- bushfire emergency procedures and options for evacuation.

If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.

5.4.3 Other planning processes including structure plans, subdivisions and development applications

WAPC

Where appropriate, the WAPC will consider the application of this Position Statement in the assessment of structure plans, subdivision, strata, community titles and development applications on sites zoned for tourism purposes or where tourism or short-term rental accommodation uses can be considered.

In assessing proposals on land zoned for tourism purposes the WAPC will, among other things (including adopted plans and policies) consider whether the proposal will:

- Facilitate the development of a quality, sustainable tourism facility.

- Incorporate those facilities associated with tourist accommodation developments such as recreation, entertainment and integrated management.
- Provide for current and future tourism demand.
- Have the capacity to accommodate the necessary services, management and support facilities without compromising the character, development flexibility or tourism amenity of the site.
- Provide for the retention or enhancement of the strategic value of the site for tourism purposes, including the relationship between individual lots and areas of high tourism amenity and the potential to accommodate current and future tourism demand.
- Result in the subdivision of a large tourism lot (for example, to separate the residential component from the tourism). This may result in tourism lots remaining undeveloped and future pressure to approve further residential components to finance development.

In the case of subdivision of an existing caravan park, subdivision is generally not supported. Excising a portion of a caravan park site may be supported if the excised portion is proposed to be developed for a compatible tourism use. Strata or community

titling of caravan parks is not permitted as provided by the *Strata Titles Act 1985* and *Community Titles Act 2018*.

Local government

Local governments shall have regard to this Position Statement along with other relevant considerations in the assessment of development applications for tourism land uses and sites zoned for tourism purposes.



Department of **Planning,
Lands and Heritage**



Planning for Tourism and Short-term Rental Accommodation Guidelines

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

Disclaimer

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PURPOSE OF THESE GUIDELINES

These Guidelines should be read in conjunction with the *Position Statement: Planning for Tourism and Short-term Rental Accommodation* (the Position Statement). They provide guidance on its implementation and aim to:

- provide context for planning and decision making on tourism and short-term rental accommodation development and land use;
- encourage strategic planning that considers local tourism and its wider context;
- assist local government in planning for tourism and short-term rental accommodation in its local planning strategy and local planning scheme;
- encourage a consistent approach to tourism and short-term rental accommodation in local planning frameworks; and
- encourage flexible and adaptive design of tourism and mixed use development suited to each local government area.

BACKGROUND – PLANNING FOR TOURISM IN WESTERN AUSTRALIA

Tourism is a significant contributor to the national and state economy, particularly in regional areas. Western Australia has a diverse natural and cultural landscape which offers an array of unique experiences. The provision of sustainable facilities and businesses that serve tourists and strengthen and diversify the Western Australian economy are crucial to economic development. The *State Planning Strategy 2050* has additional information about tourism in Western Australia.

The planning system has an important role in facilitating investment in tourism in appropriate locations. Under or over supply of tourism facilities and accommodation (including short-term rental accommodation) may be detrimental to local communities as well as the attractions and features which draw tourists.

Where tourism is considered significant within a locality or region, detailed tourism planning is advised. Planning should be undertaken in consultation with Tourism Western Australia, State Government agencies, tourism associations, local operators and their local community, and take into consideration issues raised in the *State Planning Strategy 2050*, regional strategies, the Position Statement and these Guidelines.

1. LOCAL PLANNING STRATEGY CONSIDERATIONS

A local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area and informs the local planning scheme.

The strategy should be based on sound planning principles and provide the:

- rationale for future land allocation;
- intended planning controls; and
- infrastructure needs.

Where tourism and/or short-term rental accommodation is significant to a locality or region, a detailed component to address these uses should form part of the local planning strategy.

1.1 TOURISM AND SHORT-TERM RENTAL ACCOMMODATION COMPONENT OF THE LOCAL PLANNING STRATEGY

Further to section 5.2 of the Position Statement, local governments are encouraged to address tourism and short-term rental accommodation in the local planning strategy in a manner reflective of the importance of tourism in the municipality. Generally, tourism and visitor accommodation should be addressed as a planning issue/opportunity within the economy theme in keeping with the *Local Planning Strategy Guidelines*.



Information that should be provided includes:

- description of current and potential roles for tourism and short-term rental accommodation in the local government area;
- estimates of current and projected tourism and short-term rental accommodation demand for the local government area as well as how these affect local housing supply;
- aims, visions and objectives for tourism development and tourism/short-term rental accommodation land uses in the local government area;
- consideration, where appropriate, of existing and potential tourist zones, tourism precincts, tourism sites, tourism land requirements and opportunities for introducing new or specific tourism land uses;
- guidance for assessing tourism proposals, including character and design measures, to achieve aspirational tourism development at identified strategic locations;
- identification of existing and potential planning areas, tourism zones, tourism precincts and tourism sites through spatial/strategic mapping; and
- Planning Directions and Actions to achieve the desired tourism outcomes.

The local planning strategy should be informed by available tourism and housing data and may include:

- tourist visitation numbers;
- an inventory of existing tourism and short-term rental accommodation uses and developments;
- an inventory of the attractions and natural assets that draw tourists to an area;

- local tourism activities;
- actual and potential economic benefits of tourism to the local community;
- local housing and market data; and
- any impacts and proposed treatment of issues (such as noise and waste) associated with tourism.

The Local Planning Strategy Guidelines provide guidance on the preparation of local planning strategies and should be read in conjunction with these Guidelines.

1.2 SCOPE AND CONTENT

The tourism component of a local planning strategy should identify:

- tourism sites and assessment based on the capacity for quality, sustainable tourism, addressing current and future demands;
- a scope and process for additional detailed planning that may be required, to inform future local planning scheme amendments;
- criteria and principles to guide development of tourism precincts and strategic sites;
- appropriate planning mechanisms to be introduced into the local planning framework, including the local planning scheme, to achieve desired tourism and short-term rental accommodation outcomes. This may include local planning policies, special control areas, specific tourism zones, detailed planning requirements (for example requiring preparation of a structure plan or local development plan prior to subdivision or

development), or incentives (for example a plot ratio bonus to encourage development or an increased scale of tourism within mixed use development) - note that these specific matters may also be addressed through the Housing section of a strategy; and

- key gaps and opportunities for tourism in a locality that may be known or need to be identified in order to identify tourism precincts and sites.

Local governments should also consider the relationship between tourism and short-term rental accommodation needs and potentially competing needs, particularly local housing supply and protection of agricultural land. The background analysis should identify any crossover issues within the housing strategy and other planning issues/opportunities of relevance.

1.2.1 Tourism objectives

Tourism objectives should be consistent with the strategic vision to guide appropriate tourism development throughout the locality. In defining tourism objectives, the following may be addressed:

- the nature and importance of tourism to the local economy in strategic plans/policies;
- support for tourism and short-term rental accommodation through local planning scheme zones and provisions;
- facilitating a variety of holiday accommodation types including short-term rentals, caravan parks and camping grounds in preferred locations;
- protection of tourism precincts and sites for future tourism development to meet estimated demand, and from incompatible and/or conflicting land uses;



- encouraging innovative tourism and short-term rental accommodation and facilities that respond to market needs;
- tourism growth and development that reinforces unique and local tourism identity and features; and
- the impact of tourism uses and tourism and short-term rental accommodation on local housing supply.

A tourism objective should be clear, consistent with the goals and vision of the local government strategic plan, and responsive to the tourism characteristics of each locality.

1.2.2 State and regional planning context

A local planning strategy responds to the *State Planning Strategy 2050*, the *State Government Strategy for Tourism in Western Australia 2020* (as amended), and relevant regional and local factors. It should describe the role and importance of tourism and short-term rental accommodation in the area through analysis of existing State Government policy, assessment of local tourist attractions and features, and the contribution made to the local economy and any potential for expansion.

1.2.3 Local tourism profile

The local tourism profile should inform any proposed planning and recommendations for tourism and/or short-term rental accommodation in a local planning strategy. The profile may include an analysis of the characteristics of existing and potential tourism and identify the value of tourism to the local community. Existing, proposed and potential tourism development should be reviewed to establish tourism development needs.

This may include:

- identification of new types of tourism;
- justification for increasing the number of tourists accommodated overnight;
- the need for new or additional tourism facilities; and
- challenges facing the local tourism industry.

Visitor information statistics are helpful in determining the level of tourism that is occurring in a local government area. The following visitor information (where available) is recommended to be included in preparing the background analysis (Part 2) of the local planning strategy:

- average length of stay (per cent overnight visitors);
- purpose of visit (holiday, business, specific attraction/event);
- accommodation selected (type, age, standard occupancy rates, peak periods/seasonality);
- mode of transport (to/from and within local area); and
- demographics (age, gender, international/interstate/intrastate).

Tourism Western Australia and the Australian Bureau of Statistics are resources available to local governments for compiling visitor information.

1.2.4 Local planning scheme review

As part of preparing a local planning strategy, a review of the existing local planning scheme should occur and consider whether:

- the local planning scheme adequately protects tourism/tourist uses at risk from other land use planning or zoning pressures;
- the existing planning framework influences location, design and type of tourism development;
- existing planning provisions and policies support and encourage the development of tourism facilities;
- growth and/or development of tourist accommodation, attractions, and/or facilities are influenced by the presence or absence of tourism policy and/or zones; and
- the local planning scheme includes tourism zones, and, if so, are non-tourism uses permissible or discretionary within the zone and if this has affected the development of tourism zoned land.

1.2.5 Registration of short-term rental accommodation

The State Government is working towards implementing a registration scheme for hosted and unhosted short-term rental accommodation, which is expected to come into effect in 2024. The registration scheme will provide data on short-term rental accommodation. More information about the registration scheme is available on Consumer Protection WA's [website](#).



1.3 SITING AND DESIGN OF TOURIST DEVELOPMENT

Local governments have the opportunity to consider where tourism uses are best located and the amount of land required to service tourism through community consultation and the preparation or review of the local planning strategy, local planning scheme and local planning policies. The primary objective of a local planning strategy for tourism is the identification of tourism precincts and sites.

The tourism component of a local planning strategy may identify the locations which may be subject to future scheme amendments to cater for future tourism.

Tourism precincts and sites should be planned in locations which enhance the tourist experience and avoid or minimise interface/land use conflict with surrounding uses.

Selection and justification of potential tourism locations should consider the following:

- the demand for a proposed tourism use, informed by the local tourism profile;
- access for pedestrians, vehicles and/or public transport;
- provision and access to tourist amenity (for example landscape, views, proximity to attractions);
- compatibility of tourism development with surrounding land uses;
- land constraints (for example steep slopes, coastal setbacks, water courses);
- vulnerability to natural hazards (for example bushfire, cyclone, flood, erosion);
- scale of tourism development and location suitability;

- infrastructure availability to service the proposed tourism uses; and
- for eco-tourism proposals, the use of education and conservation measures, construction materials, waste management, and energy efficiency.

1.4 TOURISM PRECINCTS

A tourism precinct is a defined area that has potential for the co-location of tourist accommodation, attractions, activities and/or amenities. Tourism precincts should be vibrant, attractive and inviting, offering a variety of uses within an accessible area. A tourism precinct could be an entire town centre or a street block, however it should be walkable. They can support detailed planning for specific tourist accommodation sites, complementary and supporting land uses, and the integration of tourism infrastructure.

The location and scale of a tourism precinct should be informed by the following factors:

- proximity to tourist attractions and facilities;
- be compatible with existing land uses and infrastructure;
- existing and potential tourist accommodation opportunities;
- desired or existing character and amenity;
- visitation statistics for the locality;
- access including transport opportunities; and
- capacity to accommodate a mix of uses that complement tourism development.

The local planning strategy should identify further detailed planning, such as planning areas referred to by the Local Planning Strategy Guidelines, through the local planning scheme necessary to facilitate an identified tourism precinct.

1.5 TOURISM SITES

A tourism site may include an existing tourist development or non-tourism zoned land that has physical characteristics suited to tourism. Considerations for the selection and identification of tourism sites are provided in Table 1 of these Guidelines.

Future land use and development of tourism infrastructure can be introduced in a local planning strategy by identifying suitable tourism sites and detailing their significance to tourism. This will assist in determining the level of detailed planning to facilitate desired tourism development.

1.6 TOURISM FACILITIES

1.6.1 Tourist attractions, activities and amenities

The local planning strategy should include the following details on key tourist attractions, activities and amenities, including their size and the scale of the local tourism industry:

- details of the existing tourism market (for example events, cultural, sport, family, adventure, environmental, eco-tourism, health or agri-tourism based);
- potential new or extended tourist markets to be explored;



Table 1: Tourism sites - site selection

Criteria	Considerations
Accessibility	Adequate existing or proposed transport links
Uniqueness	A prominent and/or unique landmark of significance
Setting	The site's views, or outlook that encourages recreational tourism activities and/or tourism character
Tourism activities and amenities	The site has or is within easy access of attractions and amenities that promote tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops, or is capable of development for activities
Supply of land	The site represents a limited amount of land suitable for a significant tourism use

- list the types of attractions and experiences (this may include national parks, coastal environments, winery region, cultural and sporting events);
- type, capacity and number of tourism businesses and activities by tourism category (for example art galleries, breweries, theme parks);
- emerging tourism development opportunities (for example events and/or activities such as festivals, concerts, sporting events, underutilised areas of natural beauty, and adventure activities); and
- tourist amenity of public areas including town centres, streetscapes and public open space.

1.6.2 Tourism infrastructure and services

A local planning strategy should consider infrastructure and services including:

- identification of service capacity and infrastructure projects with potential to impact tourism growth or quality of visitor experience including access (for example roads, rail, airports), water, wastewater, telecommunications and power, as well as potential impacts to other land uses;
- consideration of tourist movement between accommodation and activities/attractions;
- access to and from tourist destinations; and
- identification of infrastructure improvements related to tourism in the local government area (for example improve/expand road networks, increased capacity at a local airport to increase tourism access).

1.7 HERITAGE

1.7.1 Historic (built) heritage

Tourism can play a key role in conserving historic heritage when initiated and managed appropriately. The development of heritage buildings and places for commercial tourism may offer a commercially viable option for securing their future. Heritage tourism can contribute to the rejuvenation of regional and urban areas and spread economic benefits across a wide geographical area, such as through themed trails and driving routes.

1.7.2 Aboriginal heritage

Western Australia's rich and diverse Aboriginal heritage gives the state a unique point of difference over other holiday destinations. Aboriginal heritage includes both site and non-site specific values, experiences and activities in urban and regional areas. Tourism, if managed appropriately, can help preserve Aboriginal heritage by encouraging cultural site protection, environmental conservation, and the transfer of intergenerational cultural knowledge.

Tourism also represents a significant opportunity for Aboriginal people to secure sustainable economic, social and job outcomes. An example is the [Camping with Custodians - Tourism Western Australia](#) touring experience for travellers, which provides income, employment and training opportunities for Aboriginal communities across the Pilbara and Kimberley.



1.8 INTERIM MEASURES IN THE ABSENCE OF A LOCAL PLANNING STRATEGY

Where a local government does not have an endorsed local planning strategy, the assessment of a scheme amendment or development application which proposes a non-tourism use on an existing tourism site should consider the Position Statement, these Guidelines, the Local Planning Strategy Guidelines and any relevant State and local policies.

For tourism sites within an existing or potential tourism precinct, assessment should consider issues and objectives relevant to the tourism precinct including the importance of tourism for the locality.

1.9 TOURISM RESOURCES

To inform economic development, environmental protection, resource management, housing provision and infrastructure (physical and social), liaison should be undertaken with relevant State agencies and the tourism industry. Tourism Western Australia offers various resources to assist planning for tourism and should be consulted if preparing a local planning strategy for an area where tourism is important. Appropriate consultation should ensure the local planning strategy is relevant and reflective of the local community, industry expectations and wider Western Australian context.

2. GENERAL STATUTORY PLANNING CONSIDERATIONS

2.1 ZONING FOR TOURISM

A variety of tourism development can be accommodated within tourism, mixed use and special use zones.

Uses permissible in each local planning scheme zone should reflect and be consistent with the intended tourism outcome. The *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) provide provisions for zones and land uses for the use of local government.

The objectives of the Tourism zone in the LPS Regulations are to:

- promote and provide for tourism opportunities;
- provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;
- allow limited residential uses where appropriate; and
- encourage the location of tourism facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.

In local government areas where tourism is economically significant, the local planning strategy may identify potential tourism zones for the local planning scheme where they do not already exist. Where a tourism site has different or additional objectives to the standard tourism and mixed use zone objectives, the site may be considered as a special use zone to enable specific objectives unique to the site or tourism use to be included in the objectives for that zone/site only (for example caravan park).

2.1.1 Land use considerations

The local planning scheme needs to determine appropriate use classes and permissibility of tourist development in each zone. Considerations may include the below:

- tourist development should be given priority in tourism zones. Local planning schemes that allow residential development or other non-tourism focused uses in tourism zones need to provide guiding objectives or principles to ensure development is consistent with the tourism purpose of the zone;
- in areas with a strong or developing tourism industry, a focus on tourism land use and development is necessary in the local planning scheme; and
- appropriate treatment of tourism uses outside of tourism zones, particularly tourism and short-term rental accommodation in residential areas.



2.2 DESIGN OF TOURIST DEVELOPMENT

The design principles supporting tourism development siting and design include:

- context and character;
- landscape quality;
- sustainability;
- functionality and build quality;
- community;
- amenity;
- legibility;
- built form and scale;
- safety; and
- aesthetics.

Key State policies that support design and assessment include:

- *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design (Visual Landscape Manual)*;
- *State Planning Policy 7.0 Design of the built environment*;
- *State Planning Policy 7.3 Precinct Design*; and
- *State Planning Policy 7.3 Residential Design Codes*.

These documents are to be considered, where relevant, for tourism proposals and their assessment.

2.3 TOURISM SITES

Identification of tourism sites in the local planning scheme can facilitate long-term protection of land for tourism purposes.

Specific planning controls are encouraged for each tourism site and precinct to set parameters for future planning, such as a structure plan or objectives for development or redevelopment.

The design principles of tourist development listed in these Guidelines (section 2.2) should be considered during site selection and planning. In prioritising tourism sites and to inform detailed planning, the following specific site values may be considered in Table 2 of these Guidelines.

2.4 TOURIST DEVELOPMENT IN
NON-TOURISM ZONES

A local planning scheme Tourism zone is provided for in the LPS Regulations. Prior to the introduction of this zone, tourist accommodation and development may have been approved on land not zoned for tourism, including in residential, mixed use, rural and town centre zones.

Where appropriate, the local planning strategy should identify opportunities to rezone these sites to tourism in the local planning scheme review. Tourism uses can be encouraged in mixed use and town centre zones as this may assist in providing a mix and scale of development attractive to both tourists and residents.

Table 2: Tourism sites – criteria to inform detailed planning

Criteria	Considerations
Suitability in a land use context	Is the tourism site located where potential tourism activity is likely to be limited by proximity to uses that might detract from the tourism character?
Capability	Is the site capable of being developed or expanded for tourism and associated servicing that will not impact its natural attributes or cause environmental damage (for example sewerage capacity, water supply and waste collection)? Preparing for climate change adaptation is important to the sustainability of many key tourism sites.
Size	Is the site of suitable size to sustain a proposed tourism development in terms of design, operation and function, without limiting future potential for expansion? Will development of the site contribute to the delivery of diversified and balanced tourism?
Function	Is the site suited to a particular type of tourist accommodation, certain tourism market needs or the desired range of tourist accommodation for the locality (e.g. beachfront caravan parks, school holiday camps, and Crown tourism leases)?



2.5 NON-TOURIST DEVELOPMENT IN TOURISM ZONES

Careful consideration is required for any proposal to develop tourism zoned land for non-tourist development, or to rezone tourism land to an alternate zone, given this may collectively lead to lost opportunities for quality tourism development in the most appropriate locations.

There is a need to consider applications and sites on an individual basis, taking into account particular locational issues, in addition to their potential strategic tourism value. Local government may consider developing assessment criteria to determine the significance of any proposed loss of tourism.

Some local governments have adopted a variety of approaches when dealing with non-tourist development and subdivision on tourism zoned land. Considerations include:

- residential development should be secondary to the tourism use (see Appendix 1 for further information);
- establishment of length of stay occupancy restrictions;
- proposals are to remain incidental to, and support, the proposed tourism use on the site;
- demonstration that non-tourist development will not compromise or adversely impact the tourism zone objectives or surrounding uses; and
- development to incorporate facilities normally associated with tourist accommodation development such as recreation, entertainment facilities and integrated management facilities.

3. TOURISM USES

3.1 RURAL TOURISM

There has been a long-term trend of increasing demand for tourist accommodation and short-term rental accommodation in rural areas, with significant variation in the preferred type and form throughout the state. For example, in pastoral regions there is higher demand for 'station stays' as well as 'adventure tourism', whilst in the South West the demand is for holiday houses in rural settings.

Tourism uses should be incidental to a primary agricultural use. *State Planning Policy 2.5: Rural Planning* provides guidance on land use planning in rural areas.

3.1.1 Strategic considerations

Rural tourism may be encouraged in areas with attractions, preferably with sealed road access. Opportunities may include small-scale nature based parks that are unlikely to compete with existing formal caravan parks as they offer a different experience, have minimal facilities, and are located outside of residential built-out areas.

Planning for rural tourism should be further informed by draft *State Planning Policy 2.9: Planning for Water*, *State Planning Policy 4.1: State Industrial Buffer Policy*, *Government Sewage Policy 2019*, *Department of Health Guidelines for separation of agricultural and residential land uses*, and *State Planning Policy 3.7 Bushfire* (SPP 3.7). The Planning for Bushfire Guidelines provides relevant information when planning for rural tourism.

3.1.2 Statutory considerations

Where appropriate, small-scale tourist accommodation should be either a discretionary (D) or a discretionary with advertising (A) use in the zoning table of a local planning scheme to minimise potential land use conflicts and maintain the primacy of rural land uses.

3.2 ECO-TOURISM

Western Australia's environment and landscape character creates a unique and attractive holiday destination and ecotourism is one of the State's key tourism markets. Eco-tourism attractions are popular with locals and visitors alike, and include the coastline and waterways, mountain ranges and ancient landforms, unique karri, tingle and jarrah forests and native wildlife, as well as a range of nature-based activities such as hiking, rock climbing, swimming, kite surfing, bushwalking, four-wheel driving and caving.

3.2.1 Strategic considerations

Many of the attractions that encourage tourism are located in regional and remote parts of the state. Some of these areas are prone to natural hazards, such as bushfires, flooding or waterlogging, coastal erosion or cyclones.

State Planning Policy 3.4: Natural Hazards and Disasters, SPP 3.7 and *State Planning Policy 2.6: State Coastal Planning* (SPP 2.6) provide detailed information on planning for vulnerable uses, such as tourist accommodation.



3.2.2 Statutory considerations

Where relevant, eco-tourism proposals should consider the following:

- bushfire management in accordance with SPP 3.7 and State bushfire guidance;
- consistency with relevant zone objectives;
- impact on natural landscape, environment and conservation values;
- appropriate servicing and infrastructure to accommodate the proposed use in an environmentally responsible manner;
- design guidelines and visual impact;
- coastal setbacks in accordance with relevant State planning policy;
- impact on social and cultural values of the area or site; and
- consistency with any relevant national, state and local policy and guidance.

4. TOURIST ACCOMMODATION

There are many different types of tourist accommodation available in Western Australia, and a variety of controls exist to manage their use. As referenced in section 3 of the Position Statement, the term tourist accommodation means short-term accommodation and includes traditional accommodation (for example a caravan park, chalet, serviced apartment, hotel) and short-term rentals (holiday house, holiday unit, holiday apartment, hosted accommodation).

4.1 EXCLUSIONS

Further to section 3.1 of the Position Statement, it is not intended to capture other forms of short-term and temporary accommodation which are:

- not associated with the issues resulting from short-term rental accommodation offered on a commercial basis; and/or
- subject to alternative guidance, legislation and approaches by local government.

The Position Statement and these Guidelines do not apply to the following forms of short-term and temporary accommodation:

- *House swapping and housesitting*
House swapping is a mutual arrangement made between owners of separate properties to 'swap' homes for a temporary period and is often for holiday accommodation purposes. House swapping is commonly organised through specialised websites.

Housesitting is a mutual arrangement whereby a person stays and cares for a property whilst the owner is away. Housesitting can be a commercial or non-commercial form of accommodation and is commonly arranged through specialised websites.

- *Lodgers and boarders*

A lodging house is defined under the *Health Act 1911* as any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than six persons, exclusive of the reward, not including the family or the keeper of the house. Common boarding arrangements include backpacker hostels, crisis accommodation, and student accommodation services.

The *Health Act 1911* requires boarding or lodging houses to be registered with a local government who may establish additional local laws for premises.

- *Personal use of a holiday home or the sharing of a holiday home with the owner's family and friends*

Informal and infrequent sharing between family and friends, and the personal use of private holiday homes is considered a non-commercial arrangement.

- *Student exchange accommodation*

This is temporary accommodation whereby students stay with a host family in their home whilst studying. These arrangements are commonly organised through student hosting organisations or educational establishments.

- *Workforce accommodation*

Refers to premises, such as modular or relocatable buildings, used for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and for any



associated catering, sporting and recreation facilities for the occupants and authorised visitors. Workforce accommodation is regulated by local government, except where the *Mining Act 1978* and *State Agreement Acts* prevail (refer to the Position Statement: Workforce accommodation for more information).

Residential parks, park home parks and lifestyle villages are also excluded from the Position Statement and these Guidelines as they are forms of long-stay accommodation defined as 'park home park' and are dealt with by other policy and legislation.

4.2 GENERAL STRATEGIC CONSIDERATIONS FOR TOURIST AND SHORT-TERM RENTAL ACCOMMODATION

The impact of tourist and short-term rental accommodation varies throughout the State depending on the importance and prevalence of tourism activity in the locality. The local circumstances should therefore guide management and control of the use. Areas that are known tourism 'hot spots', such as coastal locations, may need special attention to ensure the location continues to grow in a controlled manner as a tourist destination.

4.2.1 Land and housing supply

If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply.

The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality.

Tourism accommodation sites are to be protected to ensure they cannot be developed exclusively as residential development. Refer to section 2.5 of these Guidelines for analysis considerations.

4.2.2 Site assessment

A local planning strategy should include identification of suitable land and an assessment of its availability for future tourist accommodation. It should note private, Crown, and local government land currently used for tourist accommodation, the type of accommodation, lease/management arrangements, and future development opportunities.

The following questions should inform the consideration of sites suitable for tourist accommodation:

- Is the site identified in a report/study as having potential for tourism?
- Does the site contain existing tourist accommodation development?
- Is the site located in an area of high tourist amenity and of adequate size to develop tourism facilities?

For short-term rental accommodation, the local planning strategy may identify localities/suburbs where this form of tourist accommodation may be suitable.

4.3 TRADITIONAL ACCOMMODATION

Traditional Accommodation refers to the following land uses:

- cabin;
- chalet;
- caravan park;
- hotel;
- motel;
- serviced apartment; and
- tourist development.

4.3.1 Caravan parks

These Guidelines support sections 5.2.1 and 5.4.1 of the Position Statement and provide direction on matters to be taken into consideration when planning for caravan parks, including the development of new, or redevelopment of existing parks.

Caravan parks provide a range of accommodation and facilities that contribute to the diversity of Western Australia's tourist accommodation, particularly in regional areas. They provide a comparatively affordable form of short-term accommodation serving caravanning and camping recreation and leisure needs. In recent times, demand for affordable local housing, workers accommodation, alternative tourist accommodation types and provision of small-scale services (for example convenience stores, leisure facilities) has seen some caravan parks under pressure to service competing markets.



Camping grounds, transit and informal camping sites are more likely to be in remote regional areas. Typically, these areas consist of cleared land with no or few facilities (for example toilets or bins). Transit sites may form part of a roadhouse or service station.

Separate to these Guidelines, the requirements of the *Caravan Parks and Camping Grounds Act 1995* and associated regulations, as administered by the Department of Local Government, Sport and Cultural Industries must be met.

Long-term residential occupancy of a caravan park (for example residential parks, park home parks, lifestyle villages, transient workforce accommodation parks, and transit parks) is not addressed in these Guidelines.

4.3.1.1 Strategic considerations

4.3.1.1.1 Existing situation

The local planning strategy should identify existing and potential transit and informal camping sites and provide local governments with a sound rationale for determining the future land allocation, planning controls and infrastructure needs for caravan parks. The retention and development of caravan parks as affordable tourist accommodation is encouraged and subject to the following strategic considerations:

- the commercial sustainability of caravan parks and flexibility in product mix;
- facilitation of growth in the caravan park industry;
- the suitable separation of short and long-stay uses within a caravan park;
- development and redevelopment of caravan parks that respond to the site context, environment and economy; and

- caravan park locations and function based on market analysis.

Caravan parks experience competing demands and face many challenges including short-stay and long-stay demands, redevelopment pressures, regulatory requirements, ageing infrastructure and changing market demands. These demands and challenges have contributed to closures throughout the state.

4.3.1.1.2 Considerations for the location and siting of caravan parks

The purpose and design of the caravan park should be justified in relation to its location and context.

The purpose for a caravan park may include a stop-over/ transit caravan park, and/or a destination caravan park for tourists. Details of land tenure and lease agreements should inform any high-level planning.

The local planning strategy should identify potential future caravan park sites in tourism areas where high occupancy rates occur throughout the year. High level strategic planning should also consider strategies to encourage sites in public ownership be retained as such, to limit pressure for rezoning and redevelopment.

Where practical, caravan parks incorporating a long-stay site component should be located where there is access to urban facilities and amenities.

There is a prevailing judgement that caravan parks – comprised of long-stay sites – should not be located in areas of high tourism value because it is preferable that these sites/locations are secured for tourism purposes.

4.3.1.1.3 Topography, drainage, soils and vegetation

Caravan parks should not be located on flood prone or water-logged land, nor steep slopes unless suitable mitigation measures are demonstrated. Cleared sites are preferred and any clearing of vegetation for a caravan park development should be minimal and retain mature trees and vegetation.

Caravan parks are not supported in Priority 1 and Priority 2 water resource protection areas, however, may be considered in Priority 3 areas provided deep sewerage is available.

Acid sulphate soils and other soil types may not be suitable for development as they are susceptible to slipping and slumping.

4.3.1.1.4 Coastal or fire hazard constraints

Proposed new coastal caravan parks or the redevelopment of an existing caravan park adjacent to the coast must consider coastal processes, landform stability, coastal hazards, climate change and biophysical criteria as part of the application.

They may require a coastal hazard risk management and adaptation plan and a foreshore management plan. A bushfire hazard assessment and/or bushfire management plan may be required to inform caravan parks at risk from bushfire hazards. Refer to SPP 2.6 and SPP 3.7.

4.3.1.1.5 Visual impact

A proposed caravan park should consider impacts on the landscape character and visual amenity from scenic points to minimise visual impacts on high value public views (refer to the *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design*).



4.3.1.2 Statutory considerations

In addition to section 5.4.1 of the Position Statement, local planning schemes should address the following in relation to caravan parks and camping:

- facilitate the long-term retention of caravan parks and camping grounds as a form of affordable short-term accommodation primarily for leisure tourists;
- caravan parks should not be located on land at risk from natural hazards, for example steep slopes or coastal land, due to the temporary and vulnerable nature of accommodation typically found in caravan parks (for example tents, caravans, campervans);
- caravan parks should be flexibly designed to provide a range of accommodation options to facilitate long-term viability, however short-term accommodation options should be the predominant use;
- minimise potential for conflict between short-term and long-stay users of caravan parks through appropriate separation including separate facilities and access;
- park home parks should be identified as not permitted (X) in the Tourism or Special Use – Caravan Park zones;
- caravan parks should identify overflow areas for peak periods where additional space is likely to be required;
- suitable access and egress should be provided to ensure safety of pedestrians, vehicles and cyclists;
- caravan parks should be connected to appropriate services, such as electricity and wastewater supplies;
- the local planning strategy should identify existing and potential transit and informal camping sites; and

- green title subdivision of caravan parks is generally not supported to ensure retention of the caravan park use and avoid management issues associated with private park sites.

Appendix 2 provides further design considerations for local government when assessing proposals for new, or redevelopment of existing caravan parks.

4.3.1.2.1 Accommodation products and permanent structures

Caravan parks may provide a range of accommodation products to meet visitor demand such as powered and unpowered camp sites, minimal service recreational vehicle (RV) sites, on-site vans, cabins, chalets and eco/safari tents. Caravan parks may also provide permanent structures including, but not limited to caretaker's dwelling/manager's residence, shop/office, café, games/recreation room, ablution facilities, camp kitchen and camp laundry. It should also be noted that not all of these accommodation types may be permitted under the *Caravan Parks and Camping Grounds Act 1995* administered by the Department of Local Government, Sport and Cultural Industries.

For the purposes of these Guidelines, constrained areas refer to a specific portion of land that may have restrictions in use due to environmental factors (for example flood plains, coastal land, bushfire prone areas).

4.3.1.2.2 Redevelopment and reinvestment in caravan parks

If a caravan park is proposed to be redeveloped to cater for other forms of tourist accommodation, the range of existing facilities on offer should be retained. Converting entire caravan parks into other forms of tourist

accommodation is discouraged. The local planning strategy may suggest a local development plan be prepared when significant changes are proposed for caravan parks. Refer to Appendix 2 Design assessment for proposed or redeveloped caravan parks.

4.3.2 Hotels

Hotel developments are one of the more expensive tourist accommodation ventures and take a significant length of time to obtain a return on investment. Therefore, if a local government seeks to encourage development of a hotel in a tourism precinct or a particular tourism site, incentives to attract developers or measures to promote viability of a hotel or reduce costs may assist in drawing interest. Planning incentives may include plot ratio bonuses, facilitation of mixed use outcomes and floor space and height inducements. Hotel developments also require other statutory approvals in addition to a development approval (for example liquor licence).

4.4 SHORT-TERM RENTAL ACCOMMODATION

Short-term rentals are the common name given to holiday homes, units or apartments (usually built for traditional residential purposes in areas zoned for residential use) offered for short-term letting, usually through an online booking platform. The prevalence of residential properties being let as short-term rental accommodation in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.

Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use. These Guidelines propose



tailoring of local planning schemes, alongside preparation of local planning policies, to address the specific issues encountered by individual local governments in relation to short-term rental accommodation.

Local government is responsible for managing local regulatory frameworks to manage short-term rental accommodation, reflecting these Guidelines where relevant, and for carrying out ongoing management and enforcement from a compliance perspective.

In addition to local government framework considerations for metropolitan and regional local governments, addressed in section 5.2.2 of the Position Statement, the following statutory considerations will assist local governments to address short-term rental accommodation in their locality.

4.4.1 Statutory considerations

4.4.1.1 Local planning schemes

Table 3: Short-term rental accommodation planning scheme considerations

Criteria	Considerations
Location	<p>Locational considerations may include:</p> <ul style="list-style-type: none">• areas of current or future tourism amenity (e.g. access to facilities, transport and availability of services);• natural hazards (e.g. bushfire, cyclone and floods); and• potential for land use conflict or impact on local housing supply and infrastructure in residential areas.
Land Use Permissions	<p>Hosted Accommodation (State-wide)</p> <ul style="list-style-type: none">• Permitted (P) use in all zones where residential uses are capable of approval, or otherwise addressed through a local planning scheme exemption. <p>Unhosted Accommodation (Perth metropolitan area)</p> <ul style="list-style-type: none">• In Tourism zones – designate a permitted (P) use.• In zones which provide for residential development (such as Residential or Mixed Use):<ul style="list-style-type: none">– Where unhosted short-term rental accommodation is proposed to be undertaken for more than 90 nights in a 12-month period (ie is not exempt), it should be designated discretionary (D or A) in zones where dwellings are capable of approval, unless the local planning strategy supports the use being not permitted (X).– The same permissibility may apply to all forms of unhosted short-term rental accommodation or be differentiated by scale and potential impact. For example, accommodation offering sleeping arrangements for 6 or less could be D use, while accommodation for 7 or more could be an A use to allow for advertising.– Short-term rental accommodation may be designated not permitted (X) within Residential, Rural Residential or Rural zones where it can be demonstrated that the use is likely to have an undue impact on the amenity or viability of primary uses in the locality, having regard for the direction set in the local planning strategy.• In zones where residential development is designated as not permitted (X), such as many Industry zones, short-term rental accommodation should also be designated as such.• In all other zones – designated discretionary (D or A) or not permitted (X) having regard for the zone objectives and local planning strategy, and for the benefits of requiring a planning assessment and development approval for the use.



4.4.1.2 Local planning policies

Local planning policies can be prepared to inform land use and development control. Please refer to section 5.4.2 of the Position Statement for specific guidance on preparing local planning policies to outline local government's approach to short-term rental accommodation.

4.4.2 Management plans

As referenced in section 5.4.2.2 of the Position Statement, where appropriate, local government may require the applicant to prepare a management plan to address potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols.

A management plan could form a condition of development approval and might include, but not be limited to the following:

- *Mitigation plan*
To control anti-social behaviour, noise and any other potential conflicts a mitigation plan may be appropriate. Anti-social behaviour should be dealt with by local government/police in the same manner as a property being used as a residential dwelling.
- *Complaints management procedure*
The manager of short-term rental accommodation should be contactable in the event that a complaint is made. The guest should have 24-hour access to the manager via phone, email or an online app. Some local governments may want the operator to provide a record of complaints made against short-term rentals and this should be reflected/included in the complaints management procedure.

- *Guest check-in and check-out procedures*
Clear check-in and check-out procedures should be outlined in the management plan.
- *Health and safety protocols*
Other legislation and standards govern the need to provide and maintain appropriate health and safety requirements in short-term rental accommodation. Local government may wish to advise short-term rental operators of these requirements in the management plan.
- *Management and provision of car parking*
On-site parking provision should be considered to accommodate additional vehicles within the property boundary and should align with existing local government parking policies.
- *Waste management*
Must specify the requirements of general waste and recycling, bin collection days and location of bins for collection.

4.4.3 Other local government considerations

Local governments may consider it appropriate to provide guidance to short-term rental accommodation operators on the variety of non-planning requirements necessary for the operation of short-term rental accommodation. This section outlines some non-planning requirements which may be relevant.

Note: The Department of Mines, Industry Regulation and Safety and the Real Estate Institute of Western Australia provide information for owners, real estate agents, property managers and purchasers, to

address public health and safety, taxation, insurance and amenity requirements, as well as due-diligence processes for short-term rental operations. Further information is available at www.dmirs.wa.gov.au

4.4.3.1 National Construction Code requirements

Short-term rental accommodation is provided for in a range of classifications used in the National Construction Code available at www.ncc.abcb.gov.au

4.4.3.2 Insurance and liability

As many residential public liability insurance policies exclude the use of premises for short-term rentals, it is recommended that landowners/managers check this matter with their insurance provider.

4.4.3.3 Health and safety standards

Other health and safety requirements may be applicable to the operation, including standards for the serving of food, maintenance of aquatic facilities such as pools and spas, and safety requirements such as smoke alarms and RCDs.



5. STRATA AND COMMUNITY SCHEME DEVELOPMENT

Under the *Strata Titles Act 1985* and *Community Titles Act 2018* strata and community schemes are comprised of by-laws; the scheme plan (depicting lots); and upon registration, the strata company or community corporation.

The *Strata Titles Act 1985* requires subdivision approval by the Western Australian Planning Commission (WAPC) prior to the registration of a strata plan to create a strata titles scheme. Section 32(2)(a) of the *Strata Titles Act 1985* and section 37(2)(a) of the *Community Titles Act 2018* allow a scheme plan to legally restrict uses on the scheme land.

In strata titles and community titles schemes, the strata company or community corporation for the scheme can make by-laws for its scheme to allow or restrict uses within its scheme. Scheme by-laws are invalid to the extent that they are inconsistent with a restricted use condition on the scheme plan. Scheme by-laws are also invalid to the extent they are inconsistent with the *Strata Titles Act 1985* and the *Community Titles Act 2018* respectively, or any other written law. It is important when drafting any proposed scheme by-laws that the relevant planning scheme (local or regional) is considered.

The *Community Titles Act 2018* requires WAPC approval of the community development statement, which governs the subdivision and development of land subject to a community scheme, and subdivision. Sections 25 and 43 of the *Community Titles Act 2018* allow a community titles scheme plan to legally restrict uses on community titled land or development.

5.1 SHORT-TERM RENTAL ACCOMMODATION IN RESIDENTIAL STRATA AND COMMUNITY TITLES SCHEME DEVELOPMENT

The use of a residential strata or community titles scheme property (for example apartment, unit, villa, flat, townhouse) for tourist accommodation has additional obligations to a single house on a freehold lot.

Strata and community titles scheme complexes could be more susceptible to the potential negative impacts of short-term rental accommodation due to:

- the proximity of neighbours
- the reliance on shared facilities
- the high proportion of whole-premise short-term rental accommodation (unhosted accommodation)..

Strata companies and community corporations have several tools to manage short-term rental accommodation including restrictions on use on plans (requiring approval of the WAPC), appropriate resolutions and by-laws. In the case of resolutions and by-laws these must not be unfairly prejudicial or discriminatory, oppressive or unreasonable otherwise they may be overturned by the State Administrative Tribunal. These tools can be used both at development and during the life of a scheme.

If the standard governance and conduct by-laws set out in Schedule 1 and 2 of the *Strata Titles Act 1985* apply to a strata/survey strata scheme, there is no prohibition or restrictions on short-term rental. Under section 119(1) of the *Strata Titles Act 1985*, the objective of a strata company in performing its statutory functions is to implement processes and achieve outcomes that are not, having

regard to the use and enjoyment of lots and common property in the scheme:

- unfairly prejudicial to or discriminatory against a person, or
- oppressive or unreasonable.

A resolution of a strata company may be overturned for failure to meet this objective. Pursuant to section 119(2) of the *Strata Titles Act 1985*, the fact that a person has chosen to become the owner of a lot in a scheme does not prevent that person from challenging the performance of a function for failure to meet this objective. Equivalent provisions are set out in section 105 of the *Community Titles Act 2018*.

Under current strata laws, strata companies can adopt standard by-laws which enable them to:

- manage some of the impacts that may arise from uses such as short-term rental accommodation, including management of common property; and
- require that an owner/occupier must notify the strata company of a change of use of that lot including if it is to be used for short-term rental accommodation.

Strata companies and community corporations can also formulate their own by-laws to help manage the behaviour of owners/occupiers and invitees, noise, vehicle parking, the appearance of a lot and waste disposal.

The requirements of the *Strata Titles Act 1985* and *Community Titles Act 2018* must be observed in all circumstances. If strata or community scheme by-laws do not permit a use and the strata company has not approved the use, the use remains illegal under the *Strata*



Titles Act 1985 and *Community Titles Act 2018*. A planning approval does not override the need for an approval of the strata company or community corporation. Where it is proposed to use a strata or community titles property for short-term rental accommodation (or other form of tourist accommodation) the onus is on the owner to confirm the permissibility of the use under the relevant by-laws.

Landgate has prepared guidance to assist strata companies in managing short-term rentals in strata schemes. The Guide to Strata Titles is available at www.landgate.wa.gov.au.



APPENDIX 1: MIXED USE RESIDENTIAL DEVELOPMENT

Factors to consider in determining the proportion of mixed use and/or residential development in areas of primary tourism.

- What are the tourism values of the site?
- What site, precinct and location factors support residential or mixed use of the tourism site?
- Is the site sufficiently large enough to cater for a residential component in addition to the intended sustainable tourism use?
- Is the proposed residential development appropriate and sustainable in the broader planning context?
- Isolated and new residential settlements should not be supported.
- What tourist accommodation facilities exist or are proposed in the area? Has the capacity for new tourism development and the projected demand and range of tourist accommodation been identified for the tourism site, precinct, locality and region?
- Residential development should complement tourism development.
- Tourism uses should be located in areas of the greatest tourism amenity within a site (for example beachfront), not proposed residential uses.
- Residential dwellings should be designed and integrated into the tourism use and its management.
- Has a structure plan been prepared? Or should it be? to integrate residential and tourism uses ensuring the proposed tourism use is enhanced and avoids potential land use conflict (for example noise from tourist accommodation impacting permanent residential amenity)?
- Do proposed residential lot sizes reflect and enhance the desired tourism use?
- Should length of stay residential occupancy restrictions be implemented?
- Are non-tourism land uses and development, and proposed tourism uses compatible in terms of proposed lot sizes, building heights, scale and character of development?
- Are there potential impacts to surrounding areas from combining tourism and residential uses?
- Relevant state and local government policies and guidelines should be considered in assessment.
- The design of the overall proposal should ensure ease of access in and around the site for tourists.
- Tourism uses should incorporate recreation, entertainment and integrated management traditionally provided in tourist accommodation (for example swimming pool, lookout area, cycle paths, barbecue area).
- Separate staging of tourism and mixed use/residential development is discouraged.
- By-laws made by strata companies or community corporations for mixed use residential and tourist accommodation can be restricted to short-term use, prohibit use as permanent accommodation and preferably include on-site management.
- Proposing the inclusion of permanent residential accommodation into an existing tourism development should only be supported where it is demonstrated as facilitating a quality tourism outcome or benefit (for example major refurbishment of tourism use, increased capacity of tourist accommodation, renovation or development of new public space, new pool and restaurant facilities).



APPENDIX 2: DESIGN ASSESSMENT FOR PROPOSED OR REDEVELOPED CARAVAN PARKS

Caravan parks should separate short stay sites from long-stay sites to reduce risk of noise and anti-social behaviour. Separate facilities and access for long and short-term sites is encouraged.

Small portions of long-term sites may be considered in caravan parks provided that short-term sites (tourist accommodation) is located in areas where the highest tourism amenity occurs (for example the beachfront, proximity to shared ablution blocks).

Where relevant, overflow caravan parking locations should be included in caravan park proposals. Local governments endorse the provision of overflow facilities as part of licences required under the *Caravan Parks and Camping Grounds Act 1995*.

Design should consider:

- (a) **Access** – Suitable access and egress must be demonstrated in proposals to ensure traffic, cyclist and pedestrian safety within the caravan park. Secondary or alternative access routes should be included in proposals to cater for emergency evacuation (for example fire or flood). Internal roads should be designed to minimise potential conflict between pedestrians and vehicles and allow manoeuvring space for recreational vehicles and vehicles towing caravans.
- (b) **Amenity** – Vegetation and landscape plans that integrate the proposed caravan park into the surrounding landscape should be included and assessed as part of any application. Design minimising opportunity for crime, the use of complementary structure styles, colours, materials, suitable fencing, and separate recreational areas (for example playgrounds and pools) and quiet activity areas should be considered in proposals and their assessment.
- (c) **Services** – Utility services such as electricity, landline telephone or mobile phone network accessibility, demonstrable water supply and the proposed system for wastewater treatment should form part of any proposal. Written confirmation by service providers of the availability and capacity of services, particularly in peak season, is to be submitted with applications for proposed caravan parks.

If reticulated sewerage is not available, on-site wastewater disposal must be proposed and provided to the satisfaction of the Department of Health.

Caravan parks used for short-term accommodation must have facilities that accept waste from caravans. Known as chemical toilet dump points, they should be located away from accommodation in areas with no tourism amenity. If seeking an exemption from providing a dump point in the proposed caravan park, access to an alternative off-site dump point must be identified as part of the application.

Waste from mobile toilet and sanitation fixtures is not permitted in dump points as it will interfere with the efficient operation of conventional onsite water disposal systems. Further information is available from the Department of Health.

If a caravan park is proposed to cater for both long and short-term sites consideration should be given to the provision of additional services and infrastructure. Long-term caravan park sites must be fitted with individual meters for electricity and water tap or connection.

9.2.2 Appointment of Community Emergency Services Manager as Fire Control Officer

Applicant: N/A
File Ref. No: ADM 80
Disclosure of Interest: Nil
Date: 12th November 2025
Author: Chris Paget – Chief Executive Officer
Attachments: Nil

Summary/Purpose

Council is requested to endorse the appointment of the new shared Community and Emergency Services Manager (CESM) as a Bush Fire Control Officer for the Shire of Cuballing.

Background

The Shire of Cuballing participates in a joint CESM program established through a Memorandum of Understanding (MOU) along with the Shires of Narrogin and West Arthur, and the Department of Fire & Emergency Services. Mr Paul Gibson commenced with us in the CESM role in mid-October of this year.

The CESM role provides shared emergency management, preparedness, and volunteer support across the participating local governments.

Under the *Bush Fires Act 1954*, each local government is required to appoint FCO's who are authorised to carry out duties relating to fire prevention, response, and enforcement of firebreak requirements within the district.

The appointment of the CESM as FCO for the Shire of Cuballing is consistent clause 5.2 of the MOU and ensures appropriate delegation and operational capacity for fire preparedness and response activities across the region.

Comment

Appointing the CESM as a FCO formalises the existing operational role the position holds in supporting local bushfire brigades, coordinating training and preparedness activities, and assisting with incident management and recovery when required.

The appointment of Shire of Cuballing FCOs for 2025 was made at the Ordinary Council meeting held 21 May 2025 (Council resolution 2025/35) based on recommendations from the Bush Fire Advisory Committee. As stated above, Paul Gibson commenced as CESM after this date in October 2025 and has completed the required training for the role; it is therefore recommended that he be appointed by Council as an FCO for the 2025/26 season.

Statutory Environment

Section 38 *Bush Fires Act 1954*
Bush Fires Regulations 1954

Policy Implications

Shire of Cuballing Policy Manual - Section 6 *Bush Fire Control*

Financial Implications

The costs associated with the CESM program are paid by DFES (60%) and the Shires of Cuballing, Narrogin and West Arthur (40%).

Strategic Implications**Shire of Cuballing Strategic Community Plan 2023-2033:**

Natural Environment

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

Social

- Enhancing focus on emergency management.

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'S RECOMMENDATION / COUNCIL RESOLUTION 2025/89:

That Council endorses the appointment of Paul Gibson, Community Emergency Services Manager, as a Fire Control Officer for the Shire of Cuballing in accordance with section 38 of the *Bush Fires Act 1954* and in line with clause 5.2 of the MOU for the Provision of Local Government Employed CESM (2025).

Moved Cr Ballantyne**Seconded Cr Dent****CARRIED 6/0****For: Crs Kowald, Harris, Sexton, Dent, Ballantyne and Hawksley****Against: Nil**

9.2.3 Independent Appointments - Audit, Risk and Improvement Committee

File Ref. No: ADM 358
Disclosure of Interest: Nil
Date: 13 November 2025
Author: Chris Paget - CEO
Attachments: Nil

Summary

This report seeks Council's endorsement and approval to appoint Mrs Katrina Crute as the independent Presiding Member and Ms Joanne Burges as the independent Deputy Presiding Member of the Shire of Cuballing Audit, Risk & Improvement Committee (ARIC).

Background / Comment

Under the provisions of the *Local Government Act 1995*, Section 5.12 & 5.12(2), the Shire may appoint a Presiding and Deputy Presiding Members to a committee. *The Local Government Amendment Act 2024*, section 87 (yet to be commenced) mandates the establishment of an Audit, Risk and Improvement Committee (ARIC) by the Shire. This committee will be responsible for overseeing financial reporting, risk management and improving governance within the Shire. While yet to commence, the Act requires the appointment of an independent Presiding and Deputy Presiding Member.

In order to assist Councils across the state with the appointment of suitably qualified/experienced independent members, the WA Local Government Association advertised for expressions of interest from candidates for ARIC pools based on the WALGA zones. These lists were made available in early October upon request by interested Councils, just prior to the 2025 Local Government Elections.

Mrs Katrina Crute and Ms Joanne Burges lodged expressions of interest in these independent roles for Council ARICs in the Central Country Zone, and have indicated to the CEO that they are happy to be considered for the Shire of Cuballing. Mrs Crute is based very close to Cuballing in Brookton, and is a former long-term Councillor/President with the Shire of Brookton. She holds Diplomas in Local Government (Elected Member) and Accounting, along with extensive experience in governance and compliance. Ms Burges is based in Perth, also a former Local Government Councillor (1993-2004) and is currently employed as the Manager of Governance & Strategy with the Town of Bassendean. Amongst her many professional qualifications she holds Diplomas of Quality Auditing and Integrated Risk Management.

Both of these potential appointees are not council members, employees or contractors of the Shire of Cuballing; and they maintain the pre-requisite independence prescribed by the *Local Government Amendment Act 2024*. Copies of their EOIs/resumes are provided under separate confidential cover.

The appointment of the independent Presiding and Deputy Presiding Members meets the Shire's obligations under the Act and is pre-emptive of the commencement of the *Local Government Amendment Act 2024* and the mandatory ARIC requirements. The Shire of Cuballing ARIC currently meets on an 'as required' basis, 3 to 4 times per year.

Statutory Environment

Local Government Act 1995, Section 5.12

Salaries and Allowances Act 1975, Part 6, clause 6.3.

Local Government Amendment Act 2024, section 87 (yet to be commenced).

Policy Implications

Nil

Financial Implications

Committee meeting fees for ARIC Independent Members have been set at \$250 per meeting in Council's 2025/26 Annual Budget. Reimbursement of reasonable travel costs for meeting attendance has also been included.

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

Absolute Majority

Councillor Ballantyne commented that this was yet another example of unnecessary legislative impost and excessive waste for the administration of local government affairs, especially where existing Council members possess the skills and experience required to take on these roles within audit committees. He stated that he would be voting against this motion and requested this be recorded in the minutes.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/90:

That Council appoints Mrs Katrina Crute as Independent Presiding Member and Ms Joanne Burges as Independent Deputy Presiding Member for the Shire of Cuballing Audit, Risk and Improvement Committee for a two-year term ending 16 October 2027.

Moved Cr Sexton Seconded Cr Harris CARRIED BY ABSOLUTE MAJORITY 4/2

For: Crs Kowald, Harris, Sexton and Hawksley

Against: Crs Ballantyne and Dent

9.2.4 Dryandra Regional Equestrian Centre - Agreement for Use as Emergency Animal Welfare Shelter

Applicant:	Shire of Cuballing / DREA / Dryandra Pony Club
File Ref No:	ADM 25
Disclosure of Interest:	Nil
Author:	Chris Paget – Chief Executive Officer
Attachments:	Draft Agreement for the Provision of Emergency Evacuation Yards at the DREC

Summary

Council is requested to consider the formal endorsement of the Agreement for the Provision of Emergency Evacuation Yards at the Dryandra Regional Equestrian Centre as a Temporary Relocation Area for Animals. The Agreement outlines the operational, legal and practical framework under which the Centre may be utilised as a temporary animal welfare and relocation facility during emergency events.

Background

The Dryandra Regional Equestrian Centre, managed jointly by the Dryandra Regional Equestrian Association and the Dryandra Pony Club, is a significant public equestrian facility within the Shire of Cuballing.

Through recent emergency events and Local Emergency Management Committee discussions, a need has been identified for a formally recognised and documented process to allow the Centre to operate as a temporary relocation site for displaced animals during emergencies.

The Agreement has been drafted collaboratively and is intended to be incorporated into the Shire's Local Emergency Management Arrangements under Section 41 of the Emergency Management Act 2005.

Comment

The Agreement is comprehensive and addresses the major operational considerations for the facility's use during emergencies, including:

1. Activation and Deactivation Procedures
2. Roles and Responsibilities
3. Welfare and Safety Considerations
4. Legislative and Compliance Requirements
5. Operational Tools and Documentation
6. Community Benefit

Statutory Environment

Emergency Management Act 2005 – Section 41

Caravan Parks and Camping Grounds Regulations 1997

Shire of Cuballing Local Emergency Management Arrangements 2025

Financial Implications

Whilst there are no direct costs to Council associated with this agreement, incident-related expenses are likely to arise during an emergency when the Centre is utilised.

Economic Implications

Minimal direct economic impact but strengthened emergency preparedness supports community recovery.

Social Implications

Provides safe temporary accommodation for animals, reducing community stress during emergencies.

Environmental Implications

Reduces risk of environmental damage associated with unmanaged animal evacuation.

Risk Implications

Reduces operational and liability risks through clear processes and alignment with legislation.

Strategic Implications

Supports community safety and resilience objectives of the Shire's Strategic Community Plan:

Shire of Cuballing Strategic Community Plan 2023-2033:

Natural Environment

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

Social

- Enhancing focus on emergency management (including dual use of Equestrian Centre for evacuation).

Governance

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

Options

1. Endorse and adopt the Agreement (recommended)
2. Request amendments
3. Decline to adopt

Voting Requirements

Simple majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/91:

That Council:

1. Endorses and adopts the Agreement as amended for Use of the Dryandra Regional Equestrian Centre as a Temporary Relocation Area for Animals in Emergencies;
2. Authorises the Chief Executive Officer to sign the Agreement on behalf of the Shire of Cuballing; and
3. Approves the inclusion of the Agreement into the Shire of Cuballing Local Emergency Management Arrangements pursuant to Section 41 of the *Emergency Management Act 2005*.

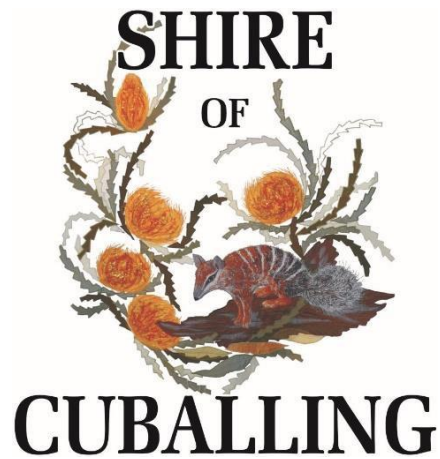
Moved Cr Ballantyne

Seconded Cr Dent

CARRIED 6/0

For: Crs Kowald, Harris, Sexton, Dent, Ballantyne and Hawksley

Against: Nil



AGREEMENT

for the provision of
Emergency Evacuation Yards
at the
Dryandra Regional Equestrian Centre
as a
Temporary Relocation Area for Animals

2025

*This Agreement has been developed in partnership between the
Dryandra Regional Equestrian Association, Dryandra Pony Club and
the Shire of Cuballing*



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Acronyms & Definitions

DoC	Department of Communities
DFES	Department of Fire and Emergency Services
IC	Incident Controller
ISG	Incident Support Group
ECC	Evacuation Centre Coordinator
GC	Grounds Committee The Grounds Committee of the Dryandra Regional Centre represents the Dryandra Regional Equestrian Association and Dryandra Pony Club who, together, are the lessees of the Dryandra Regional Equestrian Centre.
LG	Local Government
SITREP	Situation Report

Emergency Evacuation Yards for the Temporary Relocation of Animals - may also be referred to as an Animal Evacuation Centre, however all due care must be taken to avoid confusion with the Evacuation Centres for human welfare.

Distribution List

To request a copy of this document or to provide comment, contact:
[Insert contact name and details]

Organisation	Hard copy	Electronic

Amendment Record

Amendment		Name	Details
#	Date		
1	March 2025	C. Paget - CEO	First draft
2	July 2025	E Dowling - President	Second draft
3	Aug 2025	A Schlueter – DREA Pres	Third draft

Introduction

1.1 Aim

To assist the Grounds Committee of the Dryandra Regional Equestrian Centre in the provision of their grounds as a specialist facility for the temporary relocation of animals who have become displaced due to the threat or impact of an emergency.

1.2 Objectives

- Identify the triggers and key stages for the use of this facility for these purposes.
- Outline the key tasks and considerations in each stage.
- Provide the structure, contacts and forms relating to how these tasks may be undertaken.

1.3 Authority

These procedures have been prepared for and endorsed by the Ground Committee of the Dryandra Regional Equestrian Centre in accordance with their obligations as lessees of Reserve 50156 and 16269 Darcy Street, and located at Springhill Road/Corner Darcy St, Cuballing WA 6311.

It has been provided to the Shire of Cuballing for inclusion in their Local Emergency Management Arrangements, in accordance with Section 41 of the Emergency Management Act 2005.

1.4 Guiding Principle

The Grounds Committee of Dryandra Regional Equestrian Centre commits to, where possible providing the use of its facilities for the temporary relocation of animals who have been displaced by the threat or impact of an emergency.

The Grounds Committee reserves the right to refuse any requests from members of the public if the facility is currently in use, unsecure or potentially at threat.

The Grounds Committee acknowledges that Section 69 of the Emergency Management Act 2005 provides powers in certain situations for authorised hazard management officers to control or make use of their grounds for these or other purposes without permission. During such situations, it is recommended that the Grounds Committee provides a liaison officer to ensure the facility is used appropriately and able to return to the functions of general business as soon as practicable.

1.5 Scope of Operations & Responsibility

This document and its guiding principle does not remove the responsibility of animal owners to manage the welfare of their animals during times of emergency. It is recommended that they first seek shelter with family or friends, rather than relying on this facility being made available.

It can be anticipated that people will want (and may be required) to stay at the grounds to care for their animals. It should be noted that the facility provides secure equestrian yards, vehicle parking and water points, but does not provide water and feed buckets nor the feed for displaced animals.

However, it must be acknowledged that Public Equestrian Facilities have limited means for the provision of human welfare services and there is no guarantee that Department of Communities or the Shire of Cuballing will be able to attend the centre to provide these services. The Grounds Committee will also not be responsible for providing food, bedding, financial assistance or other services.

Clear access between the Animal Evacuation Facility and the DoC or Shire of Cuballing managed Evacuation Centre for human welfare should be considered prior to activation. This will enable displaced people to access the required services whilst still being able to care for their animals.

In accordance with the Section 11 of the Caravan Parks and Camping Grounds Regulations 1997, camping at this facility for longer than 72hrs will require approval from the Shire of Cuballing.

Serious consideration must be given for the long-term support and welfare needs for people and their animals who have been displaced for longer than 72hrs.

It is recommended that these parameters are made publicly available and included in a Conditions of Use waiver, to be signed by facility users during the registration process.

1.6 Overview & Key Stages of Evacuation

Evacuation aims to reduce the effects of an emergency on a community by moving people (and animals) away from a source of potential harm to a safer location.

The key stages are listed below:

Decision	The decision to evacuate resides with the affected community member or the agency managing the incident (recommended or controlled evacuation)
Warning	It is the responsibility of the agency managing the incident to issue community warnings and timely advice on the nature of the hazard.
Withdrawal	Withdrawal relates to the movement of people from a dangerous location to one that is safer.
Shelter	Shelter involves the provision of the basic needs for people and animals away from the immediate or potential effects of the hazard.
Return	Return relates to the process of allowing displaced people back into the evacuated area when it is safe and possible to do so.

1.7 Keys Stages of Facility Use

The use of this facility primarily falls under the 'Shelter' phase of evacuation.

Activation

These procedures and role of Evacuation Centre Coordinator (ECC) is to be activated as soon as practicable, upon notification that the facility is required for these purposes. This notification may come from a range of sources, including official requests and personal contacts.

Management

Following activation, the facility is to be managed until either:

- The threat has passed, and people are able to return home
- Long term animal housing and agistment options are deemed necessary (i.e., over 72hrs)
- The GC or delegated ECC is unable or unwilling to fulfil the role required

Closure

All relevant parties are to be given 24hrs notice to vacate the grounds following the decision to close the facility. In the event that the grounds come under threat from this or another hazard, people will be required to vacate immediately.

Review

A debrief is to be undertaken after every activation, ideally within 4 weeks of the closure of the facility. All other submissions for review can be received at any time.

Aide Memoire - Evacuation Centre Coordinator

This role is to be undertaken by a Dryandra Regional Equestrian Association GC or delegated club member

Stage	Task	Notes	Complete
ACTIVATION	1. Ensure that the facility is not at risk or likely to be impacted by the hazard. Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act or Emergency Warning area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.	<hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	2. Ensure that the facility has the capacity to support a large influx of horses and people. If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.	<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	3. Ensure the facility is operational <ul style="list-style-type: none">• Club rooms, kitchen and amenities to be in good working order• Perimeter fencing secure• Reliable source of power and water• Unrestricted road access and consider route to the DoC evacuation centre	<hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	4. Contact with an initial SITREP and for additional guidance as soon as practicable: <ul style="list-style-type: none">• GC members• Shire of Cuballing (to inform IC)• Dept of Communities	<hr/> <hr/> <hr/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Other Public Equestrian Facilities 		
	5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: <ul style="list-style-type: none"> Inform users of centre arrangements Log the details of all incoming and outgoing animals (refer to attachment 2) Collection of ground fees (if applicable) Encourage all persons to register at https://register.redcross.org.au/ (if applicable) Maintain a central point for all queries and the dissemination of information 		<input type="checkbox"/>
Stage	Task	Notes	Complete
MANAGEMENT	6. Waiving of fees and rules In extenuating circumstances, the ECC may choose to waive the ground fee and any of the facility rules. This decision must be: <ul style="list-style-type: none"> Made in good faith Documented Communicated to the GC members as soon as practicable This is most likely to involved dogs and unattended horses at the grounds.		<input type="checkbox"/>
	7. Catering arrangements The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset. Any donated food should be prepared in accordance with food safety standards. The details of the closest shops should be circulated, and kitchen facilities may be used by those wishing to prepare their own food. Any displaced person still requiring the provision of these basic needs should be redirected to the DoC evacuation centre.		<input type="checkbox"/>
	8. Donations The centre is not to be used as a collection point for donated goods. Direct all people wishing to donate goods or services to complete a donation form (refer to attachment 5) and place it for display on the notice board. The only donations that <u>may</u> be accepted are:		<input type="checkbox"/>

	<ul style="list-style-type: none"> • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e., toilet paper) 	<hr/> <hr/> <hr/> <hr/>	
	9. Communication The ECC is to maintain communication with the following organisations: <ul style="list-style-type: none"> • GC members • Shire of Cuballing (to inform IC) • DoC • Other Public Animal & Equestrian Facilities 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.	<hr/> <hr/>	
Stage	Task	Notes	Completed
MANAGEMENT	10. Animals with unknown owners It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed, and its details are to be forwarded to the Ranger Services of the Shire of Cuballing (Narrogin). The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	11. Administration and finance Accurate records of all centre activities, key decisions and expenditure is to be kept. This information may be required for the post incident review. Costs may be claimable, however confirmation of this is often required prior to activation.	<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	12. Delegation of roles Depending on the size and nature of the incident consider appointing the following positions (or others as required): <ul style="list-style-type: none"> • Front gate attendant • Registration / admin officer • Safety officer 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
	13. Relief arrangements and shift changes	<hr/>	

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	Depending on the size and nature of the incident consider relief arrangements for the ECC and any delegated roles.	_____	
	It is advised that centre has an on-site ECC at all times. When this is not possible the contact details of an off-site ECC is to be made publicly available at the centre.	_____ _____ _____ _____	

STAND DOWN	12. Closure of centre The centre is to be closed at the discretion of the ECC in consultation with the GC and Shire of Cuballing. 24hrs notice must be provided to vacate the grounds	_____ _____ _____ _____	<input type="checkbox"/>
	13. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to DoC or LG for support services.	_____ _____ _____ _____	<input type="checkbox"/>
	14. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the LG Ranger Services.	_____ _____ _____ _____	<input type="checkbox"/>
	15. Clean up The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the GC.	_____ _____ _____ _____ _____ _____	<input type="checkbox"/>
REVIEW	16. Debrief The ECC is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: <ul style="list-style-type: none"> • Feedback from users as they leave • Hosting an official debrief session 	_____ _____ _____ _____ _____	<input type="checkbox"/>

17. Request for information

It is likely that the facility will be contacted for the details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the GC.

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18. Amendments

Any proposed changes to this document must be raise with and endorsed by the GC and Shire of Cuballing, in consultation with DFES and Dept of Communities.

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Attachment 1- Contact List

Position & Organisation	Name	Phone number
Dryandra Regional Equestrian Centre - Ground Committee Members		
President	Amy Schlueter	0428301877
Vice President	Karla Tulipan	0427426669
Secretary / Treasurer	Hannah Franz	0488041433
Grounds Manager (if applicable)	Vanessa Perkins	0429813046
Emergency Services		
Department of Fire & Emergency Services	Public Info Line	13 3337
Human Welfare Services		
Department of Communities	Duty Officer	
Animal Welfare Services		
Ranger Services Shire of Cuballing (Shire of Narrogin)	Duty Ranger	
Local Vet [Insert Name]	Duty Phone	
Local Stock feeder [Insert Name]		
Surrounding Public Equestrian Facilities		
GC President [Facility Name]		
GC President [Facility Name]		
GC President [Facility Name]		
GC President [Facility Name]		
GC President [Facility Name]		

Attachment 2 - Animal Registration Form

Animal Details	
Name	Description <i>(Consider gender, colour, markings, size, age and breed)</i>
ID #	
Photo Ref.	

Incoming information		
Date:	Time:	Ground fee: Paid / Unpaid / Waived
Section 1 Owner name: Phone: Tick if appropriate: <input type="checkbox"/> I will be staying at the grounds. Details of any additional people staying with you : _____ <input type="checkbox"/> I will not be staying at the grounds. Note your accommodation details: _____ <div style="color: red; text-align: center; font-style: italic;">If the animal was transported to the facility by anyone other than the owner, fill out section 2</div>		
Section 2 Transported by: Phone: Tick if appropriate: <input type="checkbox"/> Owner is unknown <input type="checkbox"/> Animal reported to _____ Ranger Services on the _____ at _____ by _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (insert LG name) (date) (time) (initial) </div>		

Outgoing information		
Date:	Time:	Yard cleaned: Yes / No / NA
Collected by:		

Notes

Office use only			
Section	Animal details	Incoming information	Outgoing information
Completed by (please initial)			

Attachment 3 - Personal Incident Logbook

Name	
Position	
Incident	
Shift	Started: __/__/__ __:__hrs Ended: __/__/__ __:__hrs

Summary of information received at briefing (if applicable)		
Date / Time	Activity	Outcome

Date / Time	Activity	Outcome

Print additional pages as required

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Attachment 4 - Attendance Register

Date	Name	Vehicle Rego	Purpose	Time in	Time out

Print additional pages as required

Attachment 5 - Offer of Donation Form

Type of Donation				
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Agistment	<input type="checkbox"/> Service	<input type="checkbox"/> Item	<input type="checkbox"/> Other

Your Name	
Address	
Phone Number	
Email	

Details of Donation

Attachment 6 - Request for Assistance Form

Type of Assistance				
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Agistment	<input type="checkbox"/> Service	<input type="checkbox"/> Item	<input type="checkbox"/> Other

Your Name	
Address	
Phone Number	
Email	

Details of Assistance

9.3 MANAGER OF WORKS AND SERVICES:

Nil

10. COMMITTEE REPORTS

Nil

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

To: Chief Executive Officer

From: Councillor Kowald

Elected Members Motion for Ordinary Council Meeting on 19th November 2025

The Shire is about to advertise the upcoming vacancy for the position of Deputy CEO. The role is a key management position in the Administration and it is critical that a suitable candidate is selected.

The purpose of this motion is to ensure that the Shire has the best opportunity to recruit a suitable applicant for the position of Deputy CEO. The pool of suitable applicants within one hour's drive of Cuballing is limited, so the option of having a house available may assist to attract a wider field of candidates.

Proposed Motion

That Council authorises the CEO to hold one vacant Aged Care unit as unoccupied until the position of Deputy CEO is advertised and filled.

Moved Cr Kowald

Motion lapsed for lack of a seconder.

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

12.1.1 Sundry Debtors Write Off

Applicant: Nil
 File Ref. No: ADM19
 Disclosure of Interest: Nil
 Date: 18th November 2025
 Author: Careese Ranieri, Finance Officer
 Attachments: Nil

Summary

Council is to consider writing off two Sundry debtor Invoices in relation to the inaugural Cuby Groovefest.

Background

During the first stages of the 2024 Cuby Groovefest, letters were sent to companies/people in the Cuballing & Narrogin area in regard to sponsorship for the event. Typically, an invoice for sponsorship was created and then payment was made prior to the event. There were two invoices that have remained unpaid since the event:

- Debtor No.1064 - \$1000.00
- Debtor No.1055 - \$3000.00

Despite Council efforts, the Shire was unable to find any correspondence directly from either potential sponsor company agreeing to the invoiced amounts. Due to this factor, the Shire is unable to start collection services. Efforts to collect the outstanding funds were also made by the Finance Officer, but there was no reply from both debtors.

Comment

As there was no evidence to suggest that the debtors had formally agreed to the sponsorship amounts and accordingly there has been no success in collecting the outstanding debts, the most appropriate option is to write off the outstanding amounts.

Strategic Implications

Nil

Statutory Environment

Local Government Act 1995 section 6.12

Council's Delegation Register provides limited delegated authority for the Chief Executive Officer

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable, or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice has been raised in error, the Chief Executive Officer may approve that the invoice be cancelled. The circumstances of the error and the corrective action will be fully documented for audit purposes.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Policy Implications

Nil

Financial Implications

The Officer's Recommendation suggests writing off sponsorship income for the 2024 Cuby Groovefest event of \$4,000.

Consultation

Mr Chris Paget – Chief Executive Officer

Options

The Council can resolve to adopt:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation; or
3. to not write off any income.

Voting Requirements

Absolute Majority required

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/92

That Council write off the outstanding debtors charges as follows:

1. Debtor No. 1064, Invoice No. 6405	\$1000.00
2. Debtor No. 1055, Invoice No. 6393	\$3000.00
Total	<u>\$4000.00</u>

Moved Cr Harris Seconded Cr Sexton CARRIED BY ABSOLUTE MAJORITY 6/0

For: Crs Kowald, Harris, Sexton, Dent, Ballantyne & Hawksley

Against: Nil

13. CONFIDENTIAL MATTERS

Nil

14. NEXT MEETING

Ordinary Council Meeting, 3.00pm. Wednesday 17th December 2025 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing.

15. CLOSURE OF MEETING

There being no further business, Cr Kowald closed the meeting at 4.40pm.