

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

Shire of Cuballing – Council Meeting

# AGENDA

**To Be Held**

Wednesday 17<sup>th</sup> December 2025  
3.00 pm  
Cuballing CWA Hall

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# 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:**

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

**Staff**

Mr Chris Paget	Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services

**Visitors**

3.1.2 Apologies

Ms Narelle Rowe	Deputy Chief Executive Officer
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3.1.3 Leave of Absence

### **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](http://www.cuballing.wa.gov.au)

Some of the notable provisions are:

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

4.1 Response to Previous Questions Taken on Notice

4.2 Written Questions Provided in Advance

4.3 Public Questions from The Gallery

**4. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

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

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**5. APPLICATIONS FOR LEAVE OF ABSENCE:**

**6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Thursday 20<sup>th</sup> November 2025

**OFFICER'S RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on Thursday 20<sup>th</sup> November 2025 be confirmed as a true record of proceedings.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:**

Nil.

## 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

### 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



## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Payments – November 2025**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	11 <sup>th</sup> December
Author:	Tomihka Maddison – Sue Hann
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 November 2025.**

Background – Nil

Comment

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

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

#### **Options**

Council may resolve:

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

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council receives:**

1. **the List of Accounts paid in 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 \$840,952.73 included at Attachment 9.1.1A.**
2. **a summary of transactions completed on Credit Cards by Council Staff for the period ending 30<sup>th</sup> November 2025 included at Attachment 9.1.2B.**
3. **a summary of transactions completed on Petty Cash for the period ending 30<sup>th</sup> November 2025.**

### 9.1.1A List of Payments – November 2025

Chq/EFT	Date	Name	Description	Amount
856	04/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-462.75
856	19/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1430.35
856	20/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-7677.80
856	21/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-577.05
856	25/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-643.10
856	28/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-42.50
856	05/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1099.95
856	10/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-147.00
856	11/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1119.70
856	12/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-7352.90
856	13/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-738.50
856	14/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1065.10
856	18/11/2025	POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-2235.30
EFT10069	04/11/2025	BMR MECHANICAL, B & A ROWE PTY LTD ATF THE ROWE FAMILY TRUST	Service rubber tyre roller and fit radio and areal	-5118.42
EFT10070	04/11/2025	C&D Cutri	Remove and install Headwalls on 1200x600 box culvert as per quote 041	-6501.00
EFT10071	04/11/2025	HERSEY SAFETY PTY LTD	3 x trailer adaptors	-100.98
EFT10072	04/11/2025	McDougall Weldments	Welding Repairs to Side Tipper Rear Mud Guard	-511.40
EFT10073	04/11/2025	NARROGIN BETTA HOME LIVING	Air fryer for Shire Office	-229.00
EFT10074	04/11/2025	NARROGIN EARTHMOVING AND CONCRETE	2 x loads (14 cubes) stave sand /cement 10% for Cuballing East RD WSF 009 IV00000003703	-4650.80
EFT10075	04/11/2025	NARROGIN PUMPS SOLAR AND SPRAYING	various pump fittings for standpipe trailers	-121.37
EFT10076	04/11/2025	Parrys Narrogin	1 x Pair of Work Boots	-157.25
EFT10077	04/11/2025	R MUNNS ENGINEERING CONSULTING SERVICES	Engineers Consulting Services to Project manage assistance Survey Setout, Stabilisation cross section cad drawings on Cuballing East Road WSFN as per Quote RM25-009	-4995.24
EFT10078	04/11/2025	WARDA KADAK	Traffic Management and Traffic Control Cuballing East road WSFN as per Rates 1st July 2025 3 TC and 2 Utes	-31903.85
EFT10079	12/11/2025	AYLMORE FABRICATION & WELDING	Repairs to fast fill trailer	-5560.94
EFT10080	12/11/2025	BRANDWORX AUSTRALIA	Blouse x 2 for Project Officer	-162.17
EFT10081	12/11/2025	Best Office Systems	Monthly Photocopying Charges 25/26 - October	-1031.01
EFT10082	12/11/2025	CLOUD COLLECTIONS PTY LTD	Debt Collection Services 25/26 - Agents Service Fee, solicitor claim, court fees September 2025	-931.48
EFT10083	12/11/2025	COUNCILFIRST PTY LTD	Cloud Records for 2025/2026 - November	-18431.02

EFT10084	12/11/2025	E and MJ Rosher Pty Ltd	1 x new brush for TB2000E series 2 road sweeper, tow along .	-3071.19
EFT10085	12/11/2025	EFTSURE PTY LTD	EFTSURE Monthly Subscription Charges 25/26 - October 2025	-676.50
EFT10086	12/11/2025	Edge Planning & Property	Town Planning Consultancy Services 25/26 - September 2025	-1821.05
EFT10087	12/11/2025	FIRECORE SOLUTIONS	Inspection of Fire Extinguishers - Cuballing Ag Hall	-428.45
EFT10088	12/11/2025	GREAT SOUTHERN FUEL SUPPLIES	Bulk Diesel Fuel Delivery 25/26 - Docket No. 2231740	-16619.06
EFT10089	12/11/2025	HEIDELBERG MATERIALS	750-ton x 14mm washed granite as per MRD spec as per RFQ 17985694 150-ton 7mm Washed granite as per MRD spec October 2025	-87758.34
EFT10090	12/11/2025	HERSEY SAFETY PTY LTD	20 traffic cones	-2820.51
EFT10091	12/11/2025	INNOVATION INDUSTRIES PTY LTD	3 x Weather stations for HVM readings and fire weather predictions	-6877.20
EFT10092	12/11/2025	INSTANT WEIGHING	Repair and re calibrate loader scales in the 938 loaders	-4521.29
EFT10093	12/11/2025	INTERFIRE AGENCIES	PPE for fire fighters/ jackets and pants, boots	-4815.45
EFT10094	12/11/2025	KALEXPRESS & QUALITY TRANSPORT	Monthly Freight Charges - Various accounts - Pallet x 1	-225.54
EFT10095	12/11/2025	LANDGATE	Interim Rating Rolls - GRV and UV R2025/9	-290.88
EFT10096	12/11/2025	LG Corporate Solutions Pty Ltd	Financial Consultancy 25/26 - Site Visit 25/26 September 25 + Travel + Accommodation & Meals	-16777.50
EFT10097	12/11/2025	Melchiorre Plumbing and Gas	Fixing toilet system	-3508.94
EFT10098	12/11/2025	NARROGIN AUTO ELECTRICS	1 x new battery for tractor/loader	-214.80
EFT10099	12/11/2025	NARROGIN EARTHMOVING AND CONCRETE	Excavator with Tree Grab Hire for Tree Removal Cuballing East road - Inv 3650 - Docket No. - 33419,33420,33421,33422,33423,33424, 33425,33426,33427,33428,33429,33430, 3343233433 and 33436	-60322.90
EFT10100	12/11/2025	NARROGIN PUMPS SOLAR AND SPRAYING	1 x 3inch male to 2-inch reduced fitting for road sweeper Narrogin	-102.34
EFT10101	12/11/2025	DEPUTY CHEIF EXECUTIVE OFFCIER	Utilities Subsidy for DCEO 25/26 - Reimbursement of Electricity Costs - 14/08/2025 to 13/10/2025	-186.52
EFT10102	12/11/2025	Narrogin Tyre power	Parts for Ride on Mower as per quote QU00007154	-72.00
EFT10103	12/11/2025	PETER JOHN DENTON	Art Classes 2025/2026 - October	-449.93
EFT10104	12/11/2025	POWER NETWORKX	Telstra Internet Fibre Network 25/26 - September	-833.80
EFT10105	12/11/2025	Popanyinning Progress Association	Leap grant	-2000.00
EFT10106	12/11/2025	SHIRE OF NARROGIN	Ranger Services - Labour and Travel 25/26 September 2025	-1795.00
EFT10108	12/11/2025	VIZONA PTY LTD	5 x Road wise Solar Powered Speed Radar signs and Fittings as per QuoteQUViz-2193A This is through WALGA Preferred Supplier Program	-16857.50
EFT10109	12/11/2025	WA TRAFFIC PLANNING	TMP for Cuballing East Road.	-495.00

EFT10110	12/11/2025	WANDERING SMASH REPAIRS	1 x Turret suction vale for standpipe trailer	-3591.50
EFT10111	12/11/2025	WARDA KADAK	Traffic Management and Traffic Control Cuballing East road WSNF as per Rates 1st July 2025 3 TC and 2 Utes	-67868.08
EFT10112	12/11/2025	WESTERN STABILISERS	21st to 23rd October - Stabilisation & Mobilisation SLK 12.92 to 18.11	-123624.71
EFT10113	12/11/2025	WHEATBELT STRENGTH & CONDITIONING	Exercise Classes each Fortnight 25/26 - October 2025	-825.00
EFT10114	13/11/2025	RATEPAYER	Rates refund	-69.50
EFT10115	13/11/2025	RATEPAYER	Rates refund	-51.50
EFT10116	13/11/2025	RATEPAYER	Reimbursement of Bond for Venue Hire	-100.00
EFT10117	13/11/2025	RATES REFUND	Rates refund	-785.40
EFT10118	20/11/2025	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	Hire of Pad foot roller for 4 weeks approximately	-5612.75
EFT10119	20/11/2025	FULFORD EARTHMOVING & CIVIL	Dozer Hire - Stockpiling 8000m3 of Gravel at Fowlers Pit for Congelin road	-21120.00
EFT10120	20/11/2025	FULTON HOGAN INDUSTRIES PTY LTD	1 x pellet premix bitumen Popanyinning west	-2013.00
EFT10121	20/11/2025	GREAT SOUTHERN FUEL SUPPLIES	Bulk Diesel Fuel Delivery 25/26 - ULSD 10PPM - Docket number D2232662	-4259.75
EFT10122	20/11/2025	INTERFIRE AGENCIES	PPE for fire fighters/ jackets and pants, boots - items on back order - jackets boots and trousers	-2643.90
EFT10123	20/11/2025	KALEXPRESS & QUALITY TRANSPORT	Monthly Freight Charges - Various accounts - 30th October - consignment SL480391	-68.35
EFT10124	20/11/2025	SCAVENGER SUPPLIES	Fire Clothing and safety gear	-4302.65
EFT10126	20/11/2025	Winc Australia Pty Limited	Stationery supplies for the office Order number NET77154030	-194.34
EFT10127	20/11/2025	ZIRCADATA PTY LTD	Monthly Archive Storage Fees 25/26 - storage period 01/10/25-31/10/25	-32.60
EFT10128	20/11/2025	LGIS INSURANCE	LGIS - Workers Compensation	-130414.86
EFT10129	20/11/2025	RATES REFUND	Rates refund	-1377.23
EFT10130	26/11/2025	BUILDERS REGISTRATION BOARD Building Commission	BSL Remittance - October 2025	-56.65
EFT10131	27/11/2025	Allan's Bobcat & Truck Hire	Grave Digging - Webb \$500 verbal quote given	-600.00
EFT10132	27/11/2025	Best Office Systems	DELIVERY + SET UP OF NEW PRINTER	-11324.50
EFT10133	27/11/2025	DX PRINT GROUP PTY LTD	450 x Rates Recycling Calanders 2025/2026 - CORRECTION TO ERROR ACCIDENTLY UNDERPAID	-11.00
EFT10134	27/11/2025	Edge Planning & Property	Preparation and amendment of Local Planning Scheme October 25/26	-4915.21
EFT10135	27/11/2025	FULFORD EARTHMOVING & CIVIL	Stockpiling 8000m3 of Gravel at Fowlers Pit for Congelin Road	-14080.00
EFT10136	27/11/2025	FarmWorks Narrogin	Mouse and rat feeding stations	-440.00
EFT10137	27/11/2025	GENERAL HAND/GARDENER	REIMBURSEMENT FOR TRAINING COSTS - PLAYGROUND INSPECTIONS AND MAINTENANCE COSTS	-99.10
EFT10138	27/11/2025	GREAT SOUTHERN FUEL SUPPLIES	Bulk Diesel Fuel Delivery 25/26 - Docket No. - D2234547	-12024.37
EFT10139	27/11/2025	GREAT SOUTHERN WASTE DISPOSAL	Rubbish Removal - Household Service x 279 @ \$1.96	-7879.20
EFT10140	27/11/2025	HANCOCKS HOME HARDWARE	Monthly Account - Various Accounts - Bacho Blade x 10 - Bacho Hacksaw x 1	-211.20

EFT10141	27/11/2025	KEELING ELECTRICAL GROUP PTY LTD	Electrical works as per needed - Popo Hall	-882.38
EFT10142	27/11/2025	NARROGIN PUMPS SOLAR AND SPRAYING	1 x new ball vale for tank in yard /standpipe, and fittings	-115.28
EFT10143	27/11/2025	DEPUTY CHEIF EXECUTIVE OFFICER	Utilities Subsidy for DCEO 25/26 - Reimbursement of Internet Costs	-70.83
EFT10144	27/11/2025	OCTAVE HOLDINGS T/A NARROGIN TOYOTA MAZDA	1 x roll of Whipper Snipper Cord 4 x BPMR7A Spark Plugs	-137.50
EFT10145	27/11/2025	SOUTHWEST FIRE UNIT FABRICATIONS	CN1993 25/26 Fire Vehicle	-28724.11
EFT10146	27/11/2025	WA TRAFFIC PLANNING	TMP for Stratherne Road closure.	-495.00
EFT10147	27/11/2025	WARDA KADAK	Traffic Management and Traffic Control Cuballing East road WSNF as per Rates 1st July 2025 3 TC and 2 Utes	-11176.00
EFT10148	27/11/2025	AUSTRALIAN EXECUTOR TRUSTEES	Rates refund for assessment A949 PATULLO ROAD POPANYINNING WA 6309	-69.50
20372	04/11/2025	SYNERGY	ELECTRICITY CHARGE - UNIT 3, 22 CAMPBELL STREET, CUBALLING	-994.57
20374	12/11/2025	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTS X 43	-2548.85
20375	12/11/2025	Water Corporation	WATER CHARGES - COMMERCIAL STANDPIPE FRANCIS STREET, NARROGIN	-1020.35
20376	20/11/2025	Water Corporation	WATER CHARGES - PARK AT RIDLEY STREET, CUBALLING (SKATE PARK)	-865.63
20378	27/11/2025	DEPARTMENT OF TRANSPORT	RENEWAL 12 MONTHS - IUUAU316 GST	-76.65
20380	27/11/2025	Water Corporation	WATER CHARGES - RIDLEY STREET CUBALLING LOT 301 RES 10329	-6201.99
20381	27/11/2025	Shire of Cuballing	STANDPIPE CHARGES FOR - CUBALLING DEPO	-6949.44
DD4977.1	05/11/2025	AUSTRALIAN SUPER	Payroll deductions	-2978.48
DD4977.2	05/11/2025	AWARE SUPER PTY LTD	Superannuation contributions	-4220.88
DD4977.3	05/11/2025	MATRIX SUPERANNUATION	Superannuation contributions	-291.08
DD4977.4	05/11/2025	MERCER SUPERANNUATION	Superannuation contributions	-599.81
DD4977.5	05/11/2025	CARE SUPER	Superannuation contributions	-185.24
DD4977.6	05/11/2025	MLC Super Fund	Superannuation contributions	-1429.18
DD4977.7	05/11/2025	HOSTPLUS SUPER	Superannuation contributions	-106.34
DD4977.8	05/11/2025	Colonial First State	Superannuation contributions	-379.64
DD4977.9	05/11/2025	REST	Superannuation contributions	-235.98
DD4999.1	19/11/2025	AUSTRALIAN SUPER	Payroll deductions	-2733.44
DD4999.2	19/11/2025	AWARE SUPER PTY LTD	Superannuation contributions	-4027.89
DD4999.3	19/11/2025	MATRIX SUPERANNUATION	Superannuation contributions	-291.08
DD4999.4	19/11/2025	MERCER SUPERANNUATION	Superannuation contributions	-599.81
DD4999.5	19/11/2025	CARE SUPER	Superannuation contributions	-202.61
DD4999.6	19/11/2025	MLC Super Fund	Superannuation contributions	-1427.91
DD4999.7	19/11/2025	HOSTPLUS SUPER	Superannuation contributions	-114.69
DD4999.8	19/11/2025	Colonial First State	Superannuation contributions	-379.64
DD4999.9	19/11/2025	REST	Superannuation contributions	-235.98
DD5018.1	24/11/2025	Telstra	MOBILE CHARGES - CCTV POP TOILETS	-408.83
DD5018.2	26/11/2025	Telstra	SMS Message Harvest Ban Service	-635.43

DD5018.3	25/11/2025	Telstra	SIGN BOARD CHARGES - NOVEMBER 2025	-4.74
<b>Total</b>				<b>-840952.73</b>

### 9.1.1B List of November 2025 Credit Card Transactions

NAME	DESCRIPTION	AMOUNT
Pivotel	Traks Spoting For Works Crew	\$ 93.00
McLeod's Lawyers Pty	Dog Attack- Legal Charges	\$ 757.68
Newsagency	Stationery - Shire Office	\$ 402.42
GSM Outdoors	Monthly Charge	\$ 30.02
Cuballing Tavern	Monthly Charge	\$ 293.97
NAB	International Transaction Fee	\$ 0.93
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 44.00
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 43.50
Caltex Narrogin	Fuel for DCEO Vehicle - CN039	\$ 37.01
Super Cheap Auto	AdBlue for OCN	\$ 48.98
Liberty Fuel	Fuel for CEO Vehicle	\$ 152.94
Wanewsditi	West Australian Newspaper Subscription	\$ 96.00
More Telecom	Internet for CEO Residence - Monthly	\$ 94.00
Starlink	Internet for CEO Residence - Monthly	\$ 139.00
Atlas Fuel	Fuel for CEO Vehicle	\$ 80.01
Liberty Fuel	Fuel for CEO Vehicle	\$ 172.36
	<b>TOTAL</b>	<b>\$ 2,485.82</b>

9.1.1C List of November 2025 Petty Cash Transactions

	Refreshments	Art Classes	Admin Other	Stationery	
Item Description	1041050	CE01	J4114		Total
Groceries	\$132.10				
Misc(Cleaning supplies)					
Stationary/Postage					
Materials					
Licensing					
				<b>Total</b>	<b>\$132.10</b>

## 9.1.2 Statements of Financial Activity – November 2025

Applicant: N/A  
File Ref. No: ADM214  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> December 2025  
Author: Chris Paget - Chief Executive Officer  
Attachments: 9.1.2A Statement of Financial Activity November 2025

### Summary

For Council to receive the Statement of Financial Activity for November 2025.

### Background

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 30<sup>th</sup> November for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

### Comment

Nil

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

### Consultation

Martin Whitely – LG Corporate Solutions

### Voting Requirements

Simple Majority

## **OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A, for the Shire of Cuballing for period ending 30<sup>th</sup> November 2025 be received.**



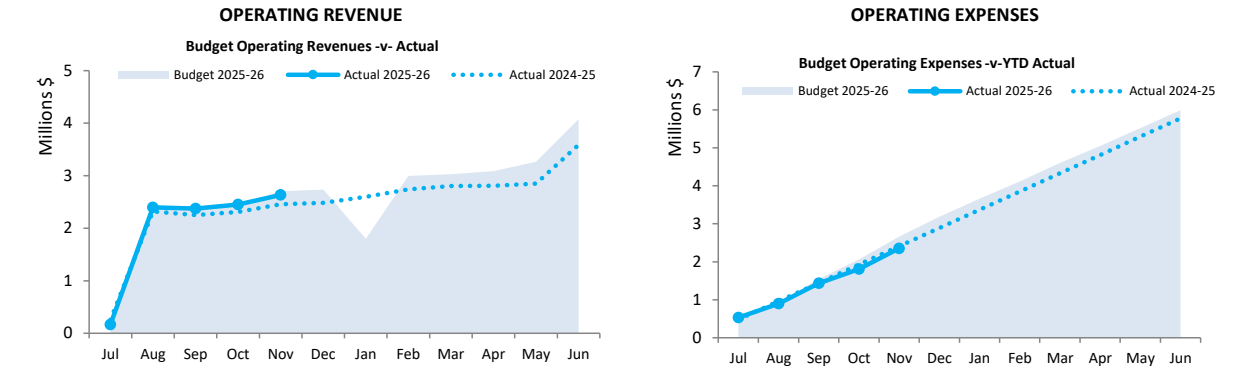
**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 November 2025**

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

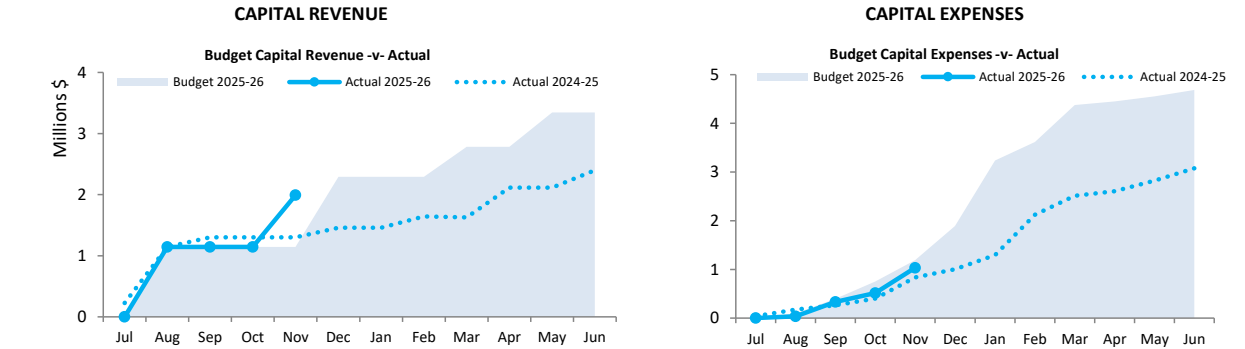
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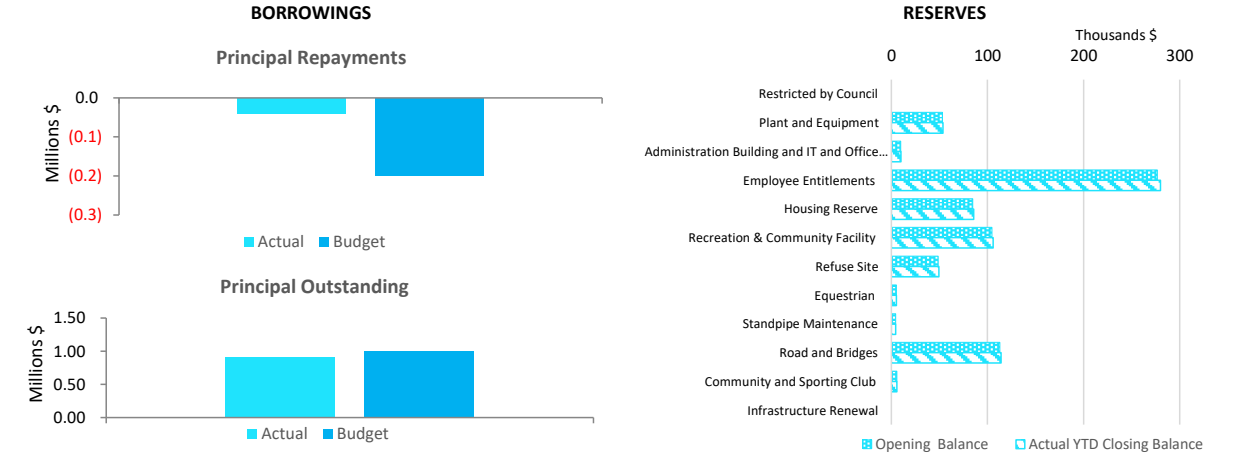
OPERATING ACTIVITIES



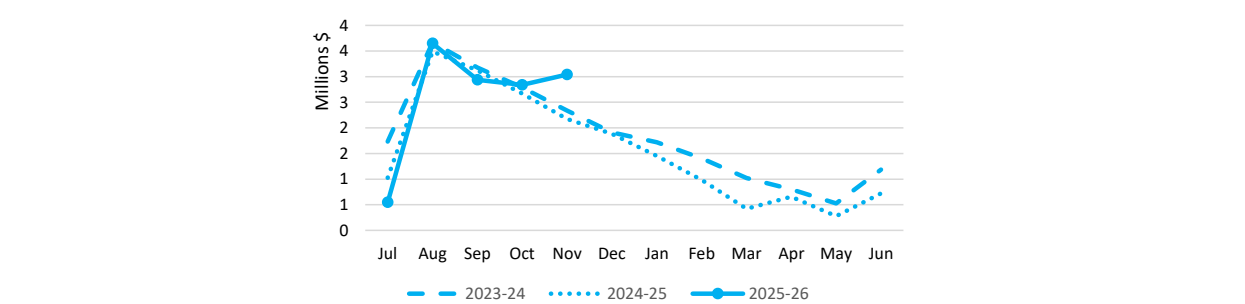
INVESTING ACTIVITIES



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	\$1.66 M	\$3.04 M	\$1.38 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
		% of total			% Outstanding			% Collected
Unrestricted Cash	\$2.27 M	63.2%	Trade Payables	\$0.17 M		Rates Receivable	\$1.25 M	80.3%
Restricted Cash	\$1.43 M	36.8%	0 to 30 Days	\$0.00 M	100.0%	Trade Receivable	\$0.36 M	
			Over 30 Days		0.0%	Over 30 Days	\$1.25 M	21.2%
			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	% Variance		YTD Actual	% Variance		YTD Actual	% Variance	
\$0.85 M	\$1.19 M	\$1.45 M	\$0.26 M	\$1.88 M	0.6%		\$0.47 M	(15.7%)		\$0.23 M	11.5%	
				YTD Budget			YTD Budget			YTD Budget		

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	%		YTD Actual	% Spent		YTD Actual	% Received	
(\$1.24 M)		\$1.01 M	\$1.01 M	\$0.05 M	(47.4%)		\$1.03 M	(77.9%)		\$1.99 M	(40.4%)	
				Amended Budget			Amended Budget			Amended Budget		

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			Reserves balance		
(\$0.14 M)	(\$0.06 M)	(\$0.05 M)	\$0.01 M	Interest expense	\$0.04 M		Interest earned	\$0.71 M	
				Principal due	\$0.00 M			\$0.01 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 NOVEMBER 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 NOVEMBER 2025**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	528,029	528,029	624,620	96,591	18.29%	▲
<b>Revenue from operating activities</b>							
Rates		1,839,478	1,863,478	1,875,995	12,517	0.67%	
Rates (excluding general rate)		701	701	0	(701)	(100.00%)	
Operating grants, subsidies and contributions	11	1,671,139	559,902	472,202	(87,700)	(15.66%)	▼
Fees and charges		396,374	202,783	226,168	23,385	11.53%	▲
Interest earnings		90,700	37,785	17,644	(20,141)	(53.30%)	▼
Other revenue		69,770	29,055	35,255	6,200	21.34%	▲
Profit on disposal of assets	6	8,000	8,000	6,214	(1,786)	(22.33%)	
		<b>4,076,162</b>	<b>2,701,704</b>	<b>2,633,478</b>	<b>(68,226)</b>	<b>(2.53%)</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(1,304,853)	(543,470)	(427,961)	115,509	21.25%	▲
Materials and contracts		(1,350,489)	(639,502)	(428,819)	210,683	32.94%	▲
Utility charges		(174,753)	(52,475)	(31,777)	20,698	39.44%	▲
Depreciation on non-current assets		(2,808,152)	(1,170,000)	(1,189,009)	(19,009)	(1.62%)	
Interest expenses		(45,978)	(5,705)	3,890	9,595	168.19%	▲
Insurance expenses		(238,568)	(238,568)	(253,983)	(15,415)	(6.46%)	
Other expenditure		(59,466)	(24,582)	(26,650)	(2,068)	(8.41%)	
Loss on disposal of assets	6	(9,000)	0	0	0	0.00%	
		<b>(5,991,259)</b>	<b>(2,674,302)</b>	<b>(2,354,309)</b>	<b>319,993</b>	<b>(11.97%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,767,400	1,162,000	1,174,668	12,668	1.09%	
<b>Amount attributable to operating activities</b>		<b>852,303</b>	<b>1,189,402</b>	<b>1,453,837</b>	<b>264,435</b>	<b>22.23%</b>	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,344,919	1,145,418	1,993,093	847,675	74.01%	▲
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)	(1,189,159)	(1,034,940)	154,219	12.97%	▲
<b>Amount attributable to investing activities</b>		<b>(1,244,452)</b>	<b>(741)</b>	<b>1,008,636</b>	<b>1,009,377</b>	<b>(136,218.22%)</b>	
<b>Financing Activities</b>							
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)	(48,450)	(40,247)	8,203	16.93%	▲
Transfer to reserves	9	(237,499)	(9,360)	(8,460)	900	9.62%	
<b>Amount attributable to financing activities</b>		<b>(135,880)</b>	<b>(57,810)</b>	<b>(48,707)</b>	<b>9,103</b>	<b>(15.75%)</b>	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,658,880</b>	<b>3,038,386</b>	<b>1,379,506</b>	<b>(83.16%)</b>	▲

**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 09 December 2025

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
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	(11,496)
Add: Loss on asset disposals	6	9,000	0	0
Add: Depreciation on assets		2,808,152	1,170,000	1,189,009
<b>Total non-cash items excluded from operating activities</b>		<b>2,767,400</b>	<b>1,162,000</b>	<b>1,174,668</b>

**(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 November 2025
<b>Adjustments to net current assets</b>				
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
<b>Total adjustments to net current assets</b>		<b>(429,292)</b>	<b>(252,837)</b>	<b>(298,176)</b>

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

**Current assets**

Cash and cash equivalents	2	1,105,754	1,403,040	2,267,012
Rates receivables	3	149,928	95,507	356,009
Receivables	3	0	24,149	1,245,989
Other current assets	4	45,284	118,736	91,131

**Less: Current liabilities**

Payables	5	(331,374)	(264,166)	(171,392)
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)

<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(429,292)</b>	<b>(252,837)</b>	<b>(298,176)</b>
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<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>624,620</b>	<b>3,038,386</b>
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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 NOVEMBER 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		391,323	119,253	510,576	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
<b>Total</b>		<b>1,433,236</b>	<b>833,776</b>	<b>2,267,012</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,433,236	833,776	2,267,012	0			
		<b>1,433,236</b>	<b>833,776</b>	<b>2,267,012</b>	<b>0</b>			

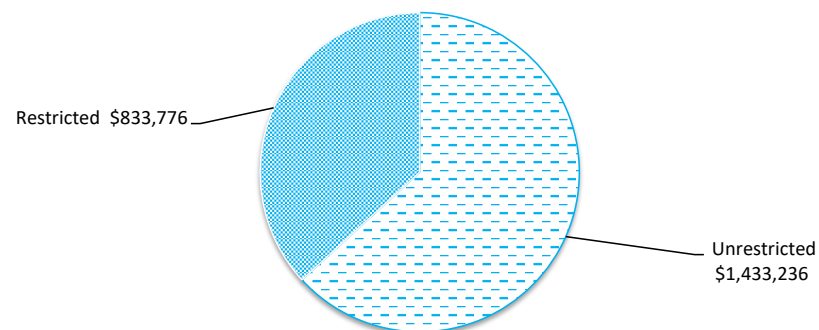
**KEY INFORMATION**

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 NOVEMBER 2025**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 November 2025
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	11,419	0	0	11,419
<b>Other Assets</b>				
Prepayments	5,469	0	(5,469)	0
Accrued income	22,136	0	(22,136)	0
<b>Contract assets</b>				
Contract assets	79,712	0	0	79,712
<b>Total other current assets</b>	<b>118,736</b>	<b>0</b>	<b>(27,605)</b>	<b>91,131</b>

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.

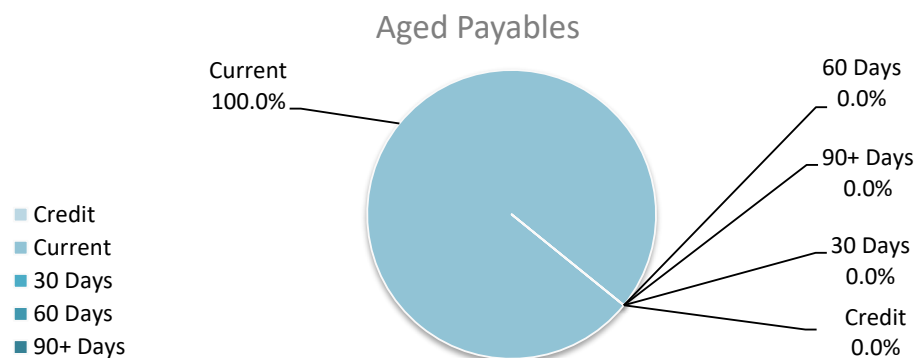
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**OPERATING ACTIVITIES**  
**NOTE 5**  
**PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	653	0	0	0	653
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						653
ESL Levy Collections						336
ATO liabilities						115,849
Bonds & Deposits						15,939
Prepaid Rates						38,615
<b>Total payables general outstanding</b>						<b>171,392</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

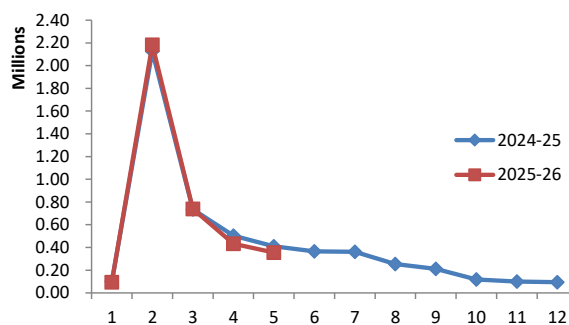
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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 NOVEMBER 2025**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2025	30 Nov 2025
	\$	\$
Opening arrears previous years	173,082	99,902
Levied this year	1,831,638	1,875,995
Less - collections to date	(1,871,373)	(1,586,443)
Gross rates collectable	133,347	389,454
Net rates collectable	99,902	356,009
% Collected	93.3%	80.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(732)	934,028	20,260	1,690	229,454	1,184,700
Percentage	-0.06%	78.84%	1.71%	0.14%	19.37%	100.00%
<b>Balance per trial balance</b>						
Sundry receivable						1,184,700
GST receivable						61,289
<b>Total receivables general outstanding</b>						<b>1,245,989</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

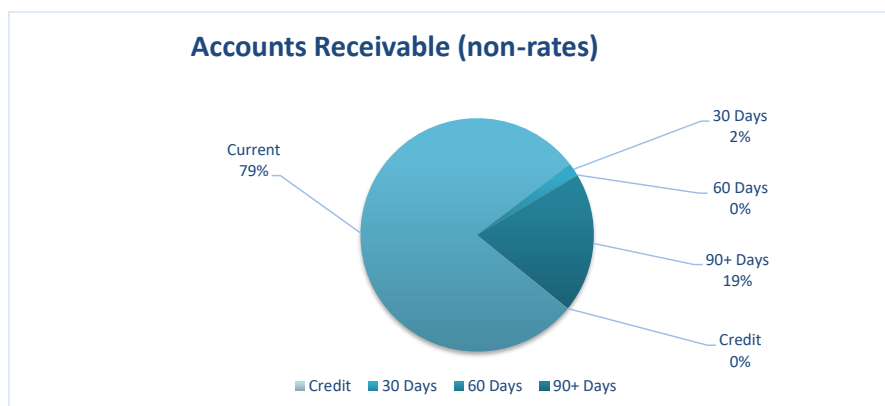
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.

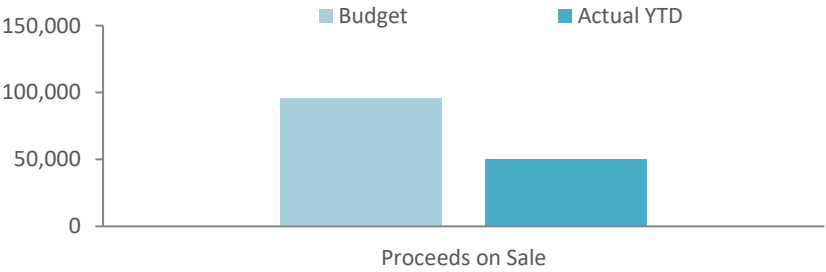
Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
10107	CEO Vehicle Changeover	43,000	51,000	8,000	0	44,269	50,483	6,214	0
	<b>Transport</b>								
10114	Works Manager Vehicle Changeover	54,000	45,000	0	(9,000)	0	0	0	0
				0	0			0	0
		<b>97,000</b>	<b>96,000</b>	<b>8,000</b>	<b>(9,000)</b>	<b>44,269</b>	<b>50,483</b>	<b>6,214</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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	40,500	56	(40,444)
Furniture and equipment	25,600	6,600	0	(6,600)
Plant and equipment	465,000	110,000	107,496	(2,504)
Infrastructure - roads	3,624,171	920,559	925,888	5,329
Infrastructure - bridges	40,000	10,000	0	(10,000)
Infrastructure - parks, ovals & playgrounds	116,500	91,500	1,500	(90,000)
<b>Payments for Capital Acquisitions</b>	<b>4,685,371</b>	<b>1,189,159</b>	<b>1,034,940</b>	<b>(154,219)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,344,919	1,145,418	1,993,093	847,675
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	96,000	43,000	50,483	7,483
Contribution - operations	1,044,452	741	(1,008,636)	(1,009,377)
<b>Capital funding total</b>	<b>4,685,371</b>	<b>1,189,159</b>	<b>1,034,940</b>	<b>(154,219)</b>

**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**

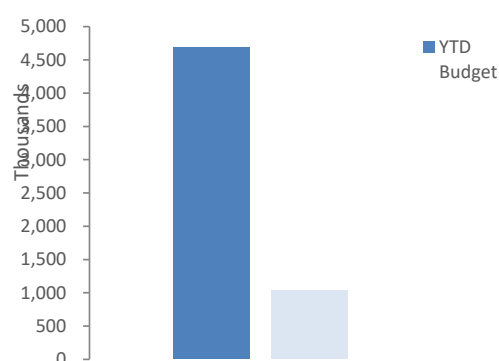
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between**

**mandatory revaluation dates for assets held at fair value**

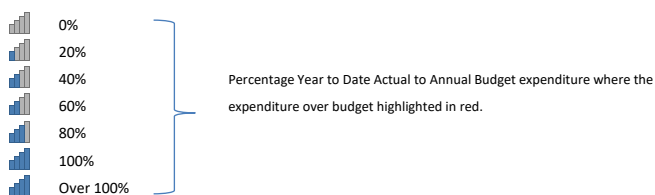
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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)
		\$	\$	\$	\$
<b>Land</b>					
C214	Land Purchase - Light Industrial Area	250,000	0	0	0
<b>Total Buildings</b>		<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Land &amp; Buildings</b>					
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	5,500	0	5,500
C162	Cuballing Town Hall - Capital Works	45,000	25,000	0	25,000
<b>Total Buildings</b>		<b>70,600</b>	<b>40,500</b>	<b>56</b>	<b>40,444</b>
<b>Furniture &amp; Equipment</b>					
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
<b>Total Furniture &amp; Equipment</b>		<b>25,600</b>	<b>6,600</b>	<b>0</b>	<b>6,600</b>
<b>Plant &amp; Equipment</b>					
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	30,650	1,350
12433	EXCAVATOR - 15 TONNE	275,000	0	0	0
<b>Total Plant &amp; Equipment</b>		<b>465,000</b>	<b>110,000</b>	<b>107,496</b>	<b>2,504</b>
<b>Roads</b>					
R001H	Rrg: Stratherne Road - Widen & Reconstruct Slk 12.77 - 13.82	412,872	0	21,495	(21,495)
R010A	Rrg: Springhill Road - Widen & Reconstruct Slk'S 0.08 - 0.58 & Slk 3.85	352,128	0	9,737	(9,737)
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	25,600	(25,600)
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	2,667	(2,667)
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	6,879	(6,879)
WSF009	Wsfm: Cuballing East Road - Reconstruct 5.31K Section Slk 12.80 - 18.1	2,270,559	920,559	856,446	64,113
WSH008R	Wsfm: Cuballing East Road - 24/25 Reconstruction Works Final Seal Slk'	251,097	0	0	0
<b>Total Roads</b>		<b>3,624,171</b>	<b>920,559</b>	<b>925,888</b>	<b>(5,329)</b>
<b>Bridges</b>					
11214	Bridge Improvements - Capital Upgrades	40,000	10,000	0	10,000
<b>Total Bridges</b>		<b>40,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>Parks, Ovals &amp; Playgrounds</b>					
C207	Heritage Walk Trail	15,000	0	0	0
C216	Popanyinning Recreation Grounds	85,000	75,000	1,500	73,500
C223	Yornaning Dam Playground Fencing	16,500	16,500	0	16,500
<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>116,500</b>	<b>91,500</b>	<b>1,500</b>	<b>90,000</b>
<b>Other Infrastructure</b>					
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
<b>Total Other Infrastructure</b>		<b>93,500</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>4,685,371</b>	<b>1,189,159</b>	<b>1,034,940</b>	<b>154,219</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>										
Aged Accommodation	56	633,805	0	0	0	(78,795)	633,805	555,010	(3,035)	27,945
<b>Transport</b>										
Grader	67	253,617	0	0	(40,247)	(81,283)	213,370	172,334	(401)	9,143
<b>Other property and services</b>										
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
<b>Total</b>		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 NOVEMBER 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
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
	<b>706,063</b>	<b>22,499</b>	<b>8,460</b>	<b>215,000</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>	<b>893,562</b>	<b>714,523</b>



		Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2025				30 November 2025
		\$		\$	\$	\$
<b>Other liabilities</b>						
- Capital grant/contribution liabilities		126,627	0	0	(7,374)	119,253
<b>Total other liabilities</b>		126,627	0	0	(7,374)	119,253
<b>Employee Related Provisions</b>						
Annual leave		108,588	0	0	0	108,588
Long service leave		88,021	0	0	0	88,021
<b>Total Employee Related Provisions</b>		196,609	0	0	0	196,609
<b>Total other current assets</b>		<b>323,236</b>	<b>0</b>	<b>0</b>	<b>(7,374)</b>	<b>315,862</b>
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 NOVEMBER 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 Nov 2025	30 Nov 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
Income - Grant - Traineeship Incentives	7,374	0	(7,374)	0	0	7,374	7,374	7,374
<b>General purpose funding</b>								
Income - Grants Commission	0	0	0	0	0	646,351	175,191	175,191
<b>Law, order, public safety</b>								
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	91,200	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	0	0
<b>Recreation and culture</b>								
Income - Youth Activity Funding	0	0	0	0	0	1,000	500	0
<b>Transport</b>								
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	116,197	116,197
	<b>7,374</b>	<b>0</b>	<b>(7,374)</b>	<b>0</b>	<b>0</b>	<b>1,671,139</b>	<b>559,902</b>	<b>472,202</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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 Nov 2025	Current Liability 30 Nov 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
Income - LRCI Phase 4	109,197	0	0	109,197	0	145,019	0	0
<b>Community amenities</b>								
Community Development & Events - Grants	0	0	0	0	0	10,000	0	0
<b>Transport</b>								
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	1,789,093
Roads to Recovery	0	0	0	0	0	337,515	0	0
	<b>119,253</b>	<b>0</b>	<b>0</b>	<b>119,253</b>	<b>0</b>	<b>3,344,919</b>	<b>1,145,418</b>	<b>1,993,093</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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 Nov 2025
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	126,672	(122,124)	12,922
	<b>8,574</b>	<b>126,672</b>	<b>(122,124)</b>	<b>13,122</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 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 NOVEMBER 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
	\$	%		
<b>Opening funding surplus / (deficit)</b>	96,591	18.29% ▲		EOFY Adjustments processed after budget adoption
<b>Revenue from operating activities</b>				
Rates	12,517	0.67%	Timing	Not Material
Operating grants, subsidies and contributions	(87,700)	(15.66%) ▼	Timing	DFES Fire Mitigation
Fees and charges	23,385	11.53% ▲	Timing	Town Planning Fees (\$15K) & Sale of Scrap Metal (\$10k)
Interest earnings	(20,141)	(53.30%) ▼	Timing	Interest earned on surplus funds
Other revenue	6,200	21.34% ▲	Timing	Workers Compensation Claim
Profit on disposal of assets	(1,786)	(22.33%)	Permanent	CEO Vehicle Changeover
<b>Expenditure from operating activities</b>				
Employee costs	115,509	21.25% ▲	Timing	Staff on Workers Compensation and not all budgeted FTE's filled
Materials and contracts	210,683	32.94% ▲	Timing	Plant Operation Costs (\$47k), Parts & Repairs (\$36k), Waste Collection (\$29k), Admin Support (\$40k), Fire Mitigation (\$36k) & Community Events (\$23k)
Utility charges	20,698	39.44% ▲	Timing	Standpipe Costs
Depreciation on non-current assets	(19,009)	(1.62%)	Permanent	Not Material & Non Cash
Interest expenses	9,595	168.19% ▲	Timing	24/25 Interest Accrual Reversal
Insurance expenses	(15,415)	(6.46%)	Permanent	Additional Workers Compensation Costs
Other expenditure	(2,068)	(8.41%)	Timing	Not Material
Loss on disposal of assets	0	0.00%		Not Applicable
Non-cash amounts excluded from operating activities	12,668	1.09%	Timing	Movement in pensioner deferred rates & depreciation
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	847,675	74.01% ▲	Timing	WSFN
Proceeds from disposal of assets	7,483	17.40% ▲	Timing	CEO Vehicle Changeover
Payments for property, plant and equipment and infrastructure	154,219	12.97% ▲	Timing	Road Replacement Program
Non-cash amounts excluded from investing activities	0	0.00%	Timing	Not Applicable
<b>Financing activities</b>				
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	8,203	16.93% ▲	Timing	Austral Street Land Loan Repayment
Transfer to reserves	900	9.62%	Timing	Not Material
<b>Closing funding surplus / (deficit)</b>	1,379,506	(83.16%)		As per explanations above

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Annual Review of Delegations

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	10 <sup>th</sup> December 2025
Author:	Chris Paget - Chief Executive Officer
Attachments:	Draft 2026 Delegations Register

#### Summary

The purpose of this report is to present the reviewed and updated Shire of Cuballing 2026 Delegations Register for endorsement and adoption by Council.

#### Background

Delegations are granted to the Chief Executive Officer and, in some cases, other Officers to assist in the efficient running of the Shire administration and organisation. The aim of delegated authority is to assist with improving the time taken to make decisions subject to any constraints determined by Council or by the relevant legislation. The Delegations Register is consistent with legislation and the Shire's Strategic Community Plan directions. In particular it assists Council to achieve its obligations at law to carry out the statutory responsibilities of Local Government and thus maximise service to members of the public, residents and ratepayers.

#### Comment

The last review and update of delegations for the Shire of Cuballing was presented to and accepted by Council at the OCM held on 18 December 2024. In accordance with the requirements of the *Local Government Act 1995*, s 5.46 (2) the local government is to review its delegations made under this division at least once each financial year, and this in turn is subject to the annual external audit process.

The attached Delegation Register details where the Council has delegated powers and duties to the Chief Executive Officer, and where the Chief Executive Officer has on delegated to other employees.

With several delegations, the current legislative power refers to Local Government Act 1995, s5.42 'Delegations of some powers and duties to the CEO' - this is just informing that the local government may delegate, and it is not the head of power that is being delegated. This will continue to be reviewed to ensure that staff are aware of the legislative power they are operating from. Note that the WA State Government's ongoing Local Government Act reform process means further review and revision of our Council's delegations register and any associated policies is likely throughout 2026.

Management have reviewed the full register including a cross-check with the relevant legislative powers. Where necessary, each delegation includes reference to Council policy and any sub-delegations to other staff and/or Authorised Officers. Overall, there were only a small number of minor formatting and typographical error corrections required to be made, along with the review dates being updated.

#### Statutory/Legal Implications

*Local Government Act 1995:*

#### **5.42 Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

### **Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

### **CEO may delegate powers and duties to other employees**

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) — *conditions* include qualifications, limitations or exceptions.

[Section 5.44 amended: No. 1 of 1998 s. 14(1).]

### **Other matters relevant to delegations under this Division**

(1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this Division has effect for the period specified in the delegation or where no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
- (b) a CEO from performing any of his or her functions by acting through another person.



## **Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### Policy Implications

Council Policies:           1.1 – Records Management Policy  
                                      1.9 – Internal Controls  
                                      1.10 – Legislative Compliance Policy

### Financial Implications

Nil

### Strategic Implications

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

##### Governance

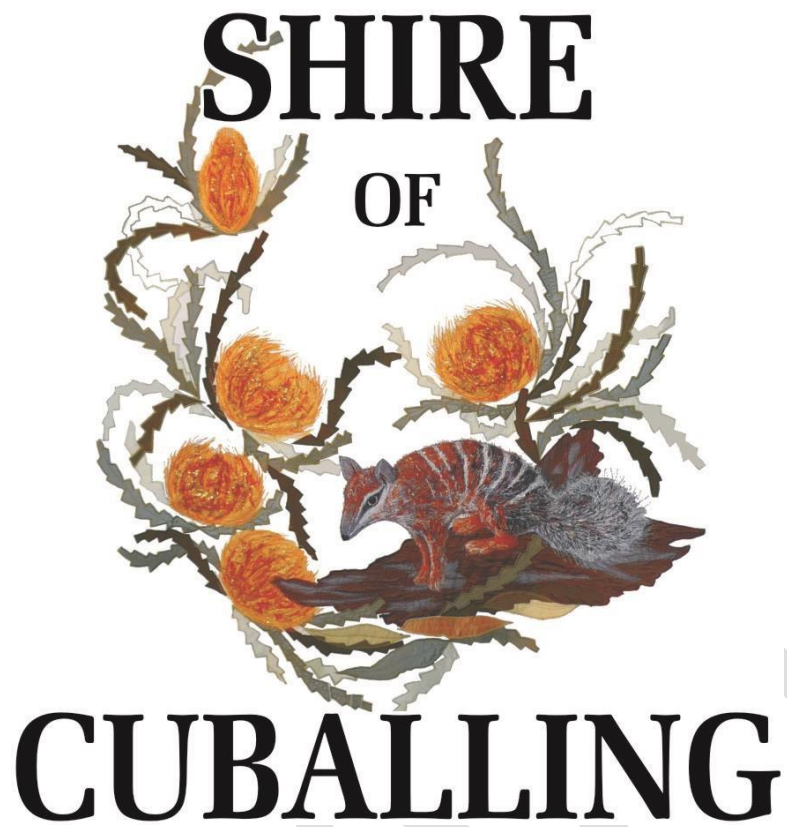
- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

### Voting Requirements

*Absolute majority* required.

#### **OFFICER'S RECOMMENDATION:**

**That Council endorses the review and adopts the Register of Delegations for 2026.**



# DELEGATIONS REGISTER

(Reviewed December 2025)

# Shire of Cuballing – Delegations Register

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# Shire of Cuballing – Delegations Register

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## 1. ADMINISTRATION

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### A1: Legal Advice

The Chief Executive Officer is delegated the authority to appoint legal counsel and obtain advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Shire of Cuballing with all legal advice received to be made available at the next Council meeting.

#### Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### A2: Purchase Orders

The Chief Executive Officer is delegated the authority to issue Purchase Orders for goods or services on behalf of the Shire of Cuballing.

#### Guidelines

Issuing of a Council order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.

Reference: Local Government Act 1995 section 5.42

On Delegation to the following officers in the following manner:  
Deputy Chief Executive Officer  
Manager Works & Services  
Administration Officer  
Works Supervisor

Conditions: Purchasing Limits will be as set out in Council Policy 2.2 Purchasing Policy.

Amended 21 April 2022

Reviewed 11 December 2026

### A3: Tender Invitation

The Chief Executive Officer is delegated the authority to call Tenders to supply goods and/or services for all budgeted items.

Objective: To expedite the purchase of goods and services.

Reference: Local Government Act 1995 sections 3.57 & 5.42.  
Local Government (Functions and General) Regulations 11.

Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

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### **A4: Media**

The Chief Executive Officer is delegated the authority for the publicity of Council activities through the media.

Reference: Local Government Act 1995 section 5.42  
Shire of Cuballing Policy 1.6

Conditions: Does not include speaking on behalf of Council. Per Section 2.8 of the Act this function belongs to the President.

Amended 21 April 2022  
Reviewed 11 December 2026

### **A5: Common Seal**

The Chief Executive Officer is delegated the authority to affix Common Seal (witnessed by President and CEO) to documents to be executed by the Shire of Cuballing where such documents are consistent and in accord with resolutions of Council, subject to Council being notified of executed documents in a timely manner.

Reference: Local Government Act 1995 sections 5.42, 9.49A(2) & 9.49A(4)  
Shire of Cuballing Standing Orders Local Law 1998, Clause 19.1

Reviewed 11 December 2026

### **A6: Give Notice to Landowners**

The CEO is delegated authority to issue notices to landowners and /or occupiers to do any of the things specified in Schedule 3.1 of the Act

Reference: Local Government Act 1995 section 3.26

Reviewed 11 December 2026

### **A7: Permission to Conduct Activities on Council Property**

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Council Property.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)  
Shire of Cuballing Local Government Property Local Law 2018

*On Delegation: Deputy Chief Executive Officer*

Amended 21 April 2022  
Reviewed 11 December 2026

### **A8: Liquor Permits**

## Shire of Cuballing – Delegations Register

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The Chief Executive Officer is delegated the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Cuballing.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)  
Liquor Control Act 1988 sections 59 & 119  
Shire of Cuballing Local Government Property Local Law 2018

Amended 21 April 2022  
Reviewed 11 December 2026

### **A9: Impounding**

The Chief Executive Officer is delegated the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

Reference: Local Government Act 1995 section 3.39 and Part 3.

Reviewed 11 December 2026

### **A10: Enter Land in Emergencies**

The Chief Executive Officer is delegated the authority to:

1. sign and issue Notices of Entry;
2. in the event of an emergency enter land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency; and
3. exercise reasonable force to gain entry to land in the event of an emergency.

Reference: Local Government Act 1995 section 3.32 and 3.34

Reviewed 11 December 2026

### **A11: Appointment of Authorised Persons – Enforcement and Legal Proceedings**

The Chief Executive Officer is delegated the authority to appoint:

1. persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.
2. under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions.
3. under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
4. under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
5. persons or classes of persons in relation to enforcement and legal proceedings.

## Shire of Cuballing – Delegations Register

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Reference:

Local Government Act 1995 sections 3.24, 3.39, 9.10, 9.16

Local Government (Miscellaneous Provisions) Act 1960

Caravan Parks and Camping Grounds Act 1995

Cat Act 2011;

Cemeteries Act 1986;

Control of Vehicles (Off road Areas) Act 1978

Dog Act 1976

Food Act 2008 126.(13)

Public Health Act 2016 s24, 312

Health (Miscellaneous Provisions) Act 1911

Any subsidiary legislation made under an Act referred to above

Any written law prescribed for the purposes of his section 9.10(1) & (2) of the Local Government Act

Amended	21 April 2022
Reviewed	11 December 2026

### **A12: Execution of Documents**

The Chief Executive Officer is delegated the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

1. the Council has authorised entering into a formal contract, or
2. a formal contract is authorised under a delegated authority from the Council, or
3. a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council;

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### **A13: Destruction of Records**

The Chief Executive Officer is delegated the authority to destroy records in accordance with Council's Record Keeping Plan.

Reference: Shire of Cuballing Record Keeping Plan  
State Records Act 2000  
State Records Office's General Disposal Authority for Local Government Records

Reviewed 11 December 2026



## Shire of Cuballing – Delegations Register

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### **A18: Industrial Representation**

The Chief Executive Officer is delegated the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Cuballing's behalf.

Reference: Local Government Act 1995 sections 5.42

Reviewed 11 December 2026

### **A19: Bond Refunds**

The Chief Executive Officer is delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)  
Local Government Property Local Law 2018

*On Delegation: Deputy Chief Executive Officer*

Reviewed 11 December 2026

### **A20 Legal Representation Costs Indemnification**

The Chief Executive Officer is delegated the authority to approve urgent legal advice for Councillors and Staff.

Objective To ensure that Staff and Council are protected

Reference: Local Government Act 1995, Section 6.7(2)

Conditions: Subject to the provisions of Council Policy 1.6 Legal Representation Costs Indemnification

New 21 April 2022

Reviewed 11 December 2026

### **A21 – Councillor Attendance at Conferences, Seminars and Workshops**

The CEO is delegated authority to determine the attendance of a Councillor at a conference, seminar, training course or meeting.

Reference: Local Government Act 1995 section 5.42

Conditions: Subject to the provisions of Council Policy 3.11 Councillor Attendance at Conferences, Seminars or Workshops

Reviewed 11 December 2026

### 2. BUILDING

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#### B1 Building Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 20 of the Building Act.

Reference: Building Act 2011 Sections 20, 22, 127

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Reviewed 11 December 2026

#### B2: Demolition Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 21 of the Building Act.

Reference: Building Act 2011 Sections 21, 22, 127

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Reviewed 11 December 2026

#### B3: Building Orders

The Chief Executive Officer is delegated authority to:

1. make building orders pursuant to section 110 of the Building Act 2011 in relation to: -
  - a. Building work;
  - b. Demolition work; or
  - c. An existing building or incidental structure; and
2. revoke building orders pursuant to section 117 of the Building Act 2011

Reference: Building Act 2011 Sections 110, 117, 127

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Reviewed 11 December 2026

#### B4: Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse to approve applications submitted under section 65 of the Building Act

Reference: Building Act 2011 Section 65, 127

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

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### **B5: Grant of Occupancy Permit, Building Approval Certificate**

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 58 of the Building Act 2011.

Reference: Building Act 2011 Section 58, 127

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Reviewed 11 December 2026

### **3. HEALTH**

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#### **H1 Offences**

The Chief Executive Officer is delegated the authority to issue notices, serve direction and take actions on behalf of Council which is authorised by the Health Act 1911 or its subordinate legislation, conditional upon such action being reported to Council at its next held full meeting.

Reference: The Food Act 2008 126.(13)  
The Public Health Act 2016 s24, 312  
The Health (Miscellaneous Provisions) Act 1911

Shire of Cuballing Health Local Law 2007

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Amended 21 April 2022  
Reviewed 11 December 2026

#### **H2: Itinerant Food Vendors Licence**

The Chief Executive Officer is delegated the authority to issue Itinerant Food Vendors Licence in accordance with the requirements of the Health Act and Shire of Cuballing Health Local Law.

Objective: To expedite the consideration of vendors' licence applications.

Reference: Local Government Act 1995 section 5.42  
The Food Act 2008 126.(13)  
Shire of Cuballing Health Local Law 2007

*On Delegation: Principal Environmental Health Officer/Building Surveyor*

Amended 21 April 2022  
Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

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### H3: Septic Tank Installations

That the Chief Executive Officer is delegated the authority to approve septic tanks and other apparatus for the treatment of sewage and disposal of effluent and liquid waste.

Reference: Health (Miscellaneous Provisions) Act 1911 Section 107(2)(a)

*On Delegation:* Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022  
Reviewed 11 December 2026

### H4: Notices

The Chief Executive Officer is delegated the authority to issue notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land.

Reference: Local Government Act 1995 section 3.25  
Health (Miscellaneous Provisions) Act Parts IV, V, VI, VII, VIIA, IX, XV  
Food Act 2008, Part 6

*On Delegation:* Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022  
Reviewed 11 December 2026

### H5: Renewing Licences

The Chief Executive Officer is delegated the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Reference: The Food Act 2008 126.(13)  
The Public Health Act 2016 s24, 312  
The Health (Miscellaneous Provisions) Act 1911

*On Delegation:* Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022  
Reviewed 11 December 2026

### H6: Administration of Health

The Chief Executive Officer is delegated the authority to exercise and discharge the powers and functions of the Shire of Cuballing under the Health Act 1911 relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;
- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions; and
- the ordering and authorisation of legal proceedings for breaches of the The Food Act 2008, the Public Health Act 2016, or the Health (Miscellaneous Provisions) Act 1911 , all subsidiary regulations and local laws.

## Shire of Cuballing – Delegations Register

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Reference: The Food Act 2008 126.(13)  
The Public Health Act 2016 s24, 312  
The Health (Miscellaneous Provisions) Act 1911  
Shire of Cuballing Health Local Law 2007

*On Delegation:* *Principal Environmental Health Officer/Building Surveyor*

Amended 21 April 2022  
Reviewed 11 December 2026

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### 4. PLANNING

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#### P1: Home Occupations

The Chief Executive Officer is delegated authority to approve the issue of Home Occupation Licence subject to compliance with Shire of Cuballing Town Planning Scheme No 2.

Reference: Local Government Act 1995 section 5.42  
Shire of Cuballing Town Planning Scheme No 2

Reviewed 11 December 2026

#### P2: Planning

The Chief Executive Officer is delegated authority for:

##### 1. Requirements for Public Notice

- 1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the Local Planning Scheme or other legislation requires that such public notice be given and give such notice.
- 1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.

##### 2. Approval of Permitted “P” and Incidental Uses

Making a determination on all “P” and Incidental uses where a proposed development is generally in accordance with the Local Planning Scheme, Local Planning Strategy, Council policies and is consistent with guiding precedent approvals.

##### 3. Residential Design Code Matters

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

##### 4. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

- 4.1 the modification conforms to the relevant Local Planning Scheme objectives and policies;
- 4.2 the modification does not have a detrimental effect on the amenity of the locality; and
- 4.3 the extension to a development approval is to a maximum of 2 years.

## Shire of Cuballing – Delegations Register

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### NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the Residential Design Codes, then (if the modification is considered substantial) the modification will need a new public notice readvertised in accordance with the Local Planning Scheme or the Residential Design Codes.

### 5. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Council Policies and established precedent, including minor variations to approved subdivisions and clearance of conditions provided appropriate consultation with other Council Officer's is carried out.

### 6. Dealing with Scheme Amendments

- 6.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 6.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.
- 6.3 Respond in writing to scheme amendment requests. Based on Council resolution, the CEO to set out that support for scheme amendment requests should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

### 7. Legal Proceedings

- 7.1 all matters relating to Planning Infringement Notices including sections 228, 229, 230 and 231 of the Planning and Development Act
- 7.2 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.
- 7.3 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme

### 8. Miscellaneous Matters

- 8.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.
- 8.2 Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications (where the application is exempt from

## Shire of Cuballing – Delegations Register

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the requirement to gain planning approval under the Residential Design Codes and/or the Local Planning Scheme).

- 8.4 Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration.
  - 8.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Council policies and guiding precedent approvals.
9. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does not limit any other right of appeal that exists in Law.

10. Matters that may be of significant financial interest to Council

Despite other indications in this delegation, it is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### **P3: Subdivision Clearance**

The Chief Executive Officer is delegated the authority to endorse subdivision referral proformas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

Reference: Local Government Act 1995 section 5.42  
Town Planning and Development Act 1928 part III Sections 20 and 24

Reviewed 11 December 2026

### **P4: Second-hand Fencing**

The Chief Executive Officer is delegated the authority to approve the use of second-hand material for fencing.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026



### 5. WORKS

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#### W1: Roadside Clearing

The Chief Executive Officer is delegated the authority to permit clearing of roadside vegetation

Guideline Any application must comply with legislation and Council Policy.

Reference: Local Government Act 1995 section 5.42  
Environmental Protection (Clearing of Native Vegetation) Regulations 2004  
Shire of Cuballing Policy 5.18

*On Delegation* *Manager Works and Services*

Reviewed 11 December 2026

#### W2: Road Trains/Mass Permits

The Chief Executive Officer is delegated the authority to approve Restricted Access vehicles (RAV) access, on low volume roads within the Shire of Cuballing.

Guideline An approval provided under this delegation must comply with Council Policy.

Reference: Local Government Act 1995 section 5.42

*On Delegation* *Manager Works & Services*

Reviewed 11 December 2026

#### W3: Seed Collection

The Chief Executive Officer is delegated the authority to permission for wildflower picking and native seed collection on Shire of Cuballing property and reserves vested in or under the control of the Shire of Cuballing.

##### Guidelines

Any permission will be subject to the applicant obtaining necessary permits and or licenses from the Department of Biodiversity Conservation and Attractions and abiding by any conditions imposed..

Reference: Local Government Act 1995 section 5.42

*On Delegation* *Manager Works & Services*

Amended 21 April 2022  
Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

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### **W4 Undertaking Private Works**

The Chief Executive Officer is delegated the authority to accepting or rejecting private works.

Reference: Local Government Act 1995 section 5.42(1)

On Delegation Manager Works & Services for Private Works that are up to two full day in length.  
Works Supervisor for Private Works that are up to one full day in length.

Reviewed 11 December 2026

### **W5: Temporary Road Closure**

The Chief Executive Officer is delegated the authority to temporarily close roads during adverse weather conditions.

Reference: Local Government Act 1995 section 3.50

On Delegation Manager Works & Services

Reviewed 11 December 2026

### **W6: Temporary Closure of Roads for Public Events**

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for public events.

#### **Guidelines**

The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

1. The closure is to be advertised in a local newspaper.
2. Arrangements are to be made for appropriate signposting to effect the closure.
3. The applicant is to take out a Public Risk Insurance policy which indemnifies Council against any damages claims and a copy of the Policy is to be provided to Council.
4. The applicant is to notify the Police and Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

The Chief Executive Officer may determine additional conditions to be imposed on any approvals issued.

Reference: Local Government Act 1995 section 3.50

Reviewed 11 December 2026

### **W7: Tree Safety**

The Chief Executive Officer is delegated the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

## Shire of Cuballing – Delegations Register

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Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

Reviewed 11 December 2026

### **W8: Sale of Surplus Equipment, Materials and Scrap**

The Chief Executive Officer is delegated the authority to sell by the holding of a surplus goods sale at Council's Depot or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, are outmoded, or are no longer serviceable.

#### Guidelines

This delegation applies only to items with a sale value less than \$5,000.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### 6. FIRE CONTROL

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#### BF1: Roadside Burning

The Chief Executive Officer is delegated the authority to approve applications for the burning of road verges

**Guideline**

Any approval will be conditional on the issue of a permit by the Chief Bush Fire Control Officer and subject to all conditions in the permit.

Reference: Local Government Act 1995 section 5.42  
Bush Fires Act Section 18 and 23

Reviewed 11 December 2026

#### BF2: Use of Shire Vehicles during Fire

The Chief Executive Officer is delegated the authority for the use of Council plant and equipment in the event of a fire.

Reference: Local Government Act 1995 section 5.42

*On Delegation* *Manager Works & Services*

Amended 11 December 2026

#### BF3: Extension/Reduction Restricted/Prohibited Burning Periods

The Chief Executive Officer is delegated the authority to suspend, amend or vary Prohibited and Restricted burning times.

**Guideline**

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42  
Bush Fire Act 1954 sections 17(7)(a), 17(8), 17(10) & 18(5)(a)  
Bush Fire Regulations 1954 regulation 15C

Reviewed 11 December 2026

#### BF4: Control of Fires

The Chief Executive Officer is delegated the authority, , to transfer control of that incident to the Department of Fire and Emergency Services (DFES) when circumstances so require.

**Guidelines**

- The CEO will consult with the Chief Bush Fire Control Officer and the Incident Controller.

## Shire of Cuballing – Delegations Register

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The Shire will support the DFES Incident Management Team by making available Bush Fire Control Officers and Shire staff as appropriate and continuing to provide local fire fighting resources.

Reference: Bush Fires Act 1954 section 13(4)

On Delegation Chief Bush Fire Control Officer

Reviewed 11 December 2026

### **BF5: Harvest and Vehicle Movement Bans**

The Chief Executive Officer is delegated the authority to impose harvest and vehicle movement bans.

#### **Guideline**

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42  
Bush Fire Regulations 1954 regulations 38A, 38C, 39A & 39B

*On Delegation Chief Bushfire Control Officer*

Reviewed 11 December 2026

### **BF6: Fire Breaks**

The Chief Executive Officer is delegated the authority to enforce Fire Break Orders adopted by the Shire including but not limited to, issuing demand letters; issuing infringements and undertaking the work at the owner's expense.

Reference: Local Government Act 1995 section 5.42  
Bush Fires Act 1954 sections 33 & 48

On Delegation Chief Bush Fire Control Officer

Reviewed 11 December 2026

### **BF7: Bush Fires Act Infringements**

The Chief Executive Officer is delegated the authority to exercise the Local Government's powers and responsibilities including issuing infringements and mounting prosecutions.

#### **Guideline**

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 9.16  
Bush Fires Act 1954

On Delegation Chief Bush Fire Control Officer

Reviewed 11 December 2026

### 7. FINANCE

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#### 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 two hundred and fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

Reviewed 11 December 2026

#### F2: Investment of Funds

The Chief Executive Officer is delegated the authority to invest surplus funds, trust funds, loan funds and reserve funds after ensuring that sufficient working capital is to be retained, in accordance with Council Policy.

##### Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Deputy Chief Executive Officer.

Reference: Local Government Act 1995 section 5.42, 6.14  
Local Government (Financial Management) Regulations regulation 19  
Shire of Cuballing Policy 2.6 Investment Policy

Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

### F3: Payment of Accounts

The Chief Executive Officer is delegated authority to make payments from all Council bank accounts.

#### Guidelines

Each payment is to be authorised by two members of staff including:

1. one of the Chief Executive Officer, Deputy Chief Executive Officer or Manager Works & Services; and
2. one of either the Chief Executive Officer or Deputy Chief Executive Officer, Projects/Administration Officer, Rates Officer or Manager Works & Services.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

1. The payee's name;
2. The amount of the payment;
3. The date of the payment; and
4. Sufficient information to identify the transaction.

Reference: Local Government Act 1995 section 5.42  
Local Government (Financial Management) Regulations 1996 regulation 12

*On Delegation Deputy Chief Executive Officer*

Reviewed 11 December 2026

### F6: Cost Recovery

The Chief Executive Officer is delegated to instigate proceedings to recover costs in Court.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### F7: Assistance to Community Organisations and Events

The Chief Executive Officer is delegated to determine the level of in-kind assistance provided to community organisations and events.

#### Guidelines

This assistance may include the use of Shire plant and machinery or the use of employees.

Reference: Local Government Act 1995 section 5.42

Conditions: Subject to Council Policy 5.14 - Use of Council Plant by Community Organisations

Amended 21 April 2022  
Reviewed 11 December 2026

## Shire of Cuballing – Delegations Register

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### F8: Rates

The Chief Executive Officer is delegated the performance of the following functions of the Council:

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40;
2. The service of Notice of Valuation and rates referred to in Section 6.41 of the LGA 1996;
3. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995;
4. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the LGA 1996;
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995;
6. Entering into a written agreement in accordance with 6.49 of the LGA 1996 for the payment of rates and service charges;
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with 6.64(3) of the LGA 1996;
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6); and
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal (Section 6.79).

Reference: Local Government Act 1995 section 5.42

On Delegation: *Deputy Chief Executive Officer the recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995.*

Reviewed 11 December 2026



## Shire of Cuballing – Delegations Register

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### **F9: Insurance – Public Liability Claims**

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that does not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

#### **Guidelines**

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reference: Local Government Act 1995 section 5.42

Reviewed 11 December 2026

### **F10: Disposal of Impounded and Abandoned Vehicles**

The Chief Executive Officer is delegated authority to sell impounded or abandoned vehicles with an estimated value less than \$10,000.

Reference: Local Government Act 1995 section 5.42

Conditions: Subject to the provisions of Council Policy 5.15 - Impounding and Disposal of Abandoned Vehicles

Amended 21 April 2022

Reviewed 11 December 2026

### **F11: Approve Issue of Credit Cards or Fuel Cards**

The Chief Executive Officer is delegated authority to approve the issue of Credit Cards or Fuel Cards to Council Staff.

Reference: Local Government Act 1995 section 5.42  
Local Government (Financial Management) Regulations 1996 regulation 12

Conditions: Subject to Council Policies 2.9 - Credit Cards and 2.10 – Fuel Cards

New 21 April 2022

Reviewed 11 December 2026

### 8. STAFF

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#### S1: Conferences, Seminars and Training Courses

The Chief Executive Officer is delegated authority to approve the attendance by council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to Council and is relevant to the duties and responsibilities of the officer.

##### Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

*On Delegation*                      *Manager Works & Services, Deputy Chief Executive Officer for conferences, seminars and training courses that are to be attended by staff under their responsibility that does not require Council incurring accommodation expenses.*

Reviewed                              11 December 2026

#### S2 Appointment of Staff

Removed                              21 April 2022

#### S3: Authorisation to Appoint Acting Chief Executive Officer

The Chief Executive Officer is delegated the authority to appoint either the Deputy Chief Executive Officer or the Manager Works and Services to be Acting Chief Executive Officer during the absence of the Chief Executive Officer.

Objective:                              To expedite the Council appointment process for an Acting Chief Executive Officer.

Reference:                              Local Government Act 1995 section 5.42(1)

Conditions: Subject to the provisions of Council Policy 4.23 - Temporary Employment or Appointment of CEO

Amended                              21 April 2022  
Reviewed                              11 December 2026

## 9.2.2 Policy Review – 3.14 Continuing Elected Member Professional Development

Applicant: N/A  
File Ref. No:  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> December 2025  
Author: Chris Paget - Chief Executive Officer  
Attachments: Policy 3.14 Continuing Elected Member Professional Development

### Summary

As part of the State Government's review of the *Local Government Act 1995*, Council was required to adopt an Elected Member Continuing Professional Development Policy. This item seeks to review and retain the existing policy.

### Background

As part of the Local Government Act Review, Parliament on 27 June 2019 passed the *Local Government Legislation Amendment Act 2019* (The Act). The Act addressed the complex and significant role that the Shire President and Elected Members take on when elected to Council.

One of the substantial changes to the Act included an introduction of mandatory training for candidates and Elected Members. The changes to the Act also require Councils to adopt a policy in relation to the continuing professional development of Elected Members with a requirement for that Policy to be published on the local government website.

The Department of Local Government, Industry Regulation and Safety (LGIRS) has subsequently advised that all Council Members will need to complete the Council Member Essentials training course within 12 months of being elected. The course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

### Comment

The policy requires the Shire of Cuballing to ensure continuing professional development opportunities be provided to the Shire President and Elected Members independently from the mandatory training requirements.

It is also a requirement of the legislation that the policy is reviewed after each ordinary election, which occurred on Saturday, 18 October 2025. It is not proposed to make any changes to the policy.

All Council Members will have to complete the Council Member Essentials course within 12 months of being elected, unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning @ \$240 per enrolment;
- Serving on Council (1/2 day) eLearning @ \$470 per enrolment;
- Meeting Procedures (2 days) eLearning @ \$370 per enrolment;
- Conflicts of Interest (1 day) eLearning @ \$240 per enrolment; and
- Understanding Financial Reports and Budgets (1 day) eLearning @ \$370 per enrolment.

Courses are provided by the Western Australian Local Government Association (WALGA).

The Shire of Cuballing's Annual Budget includes allowance for the costs associated with Elected Member training, which could be face-to-face or completed online. Council Officers will liaise with Elected Members to arrange mutually convenient training opportunities. The training is valid for five years.

The Officer has recommended that the policy refer to eLearning being the Council's preference, given that this represents a cost saving to the Shire. However, the policy also acknowledges that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region. Individual training requirements can be discussed with the Shire President or Chief Executive Officer.

Should an Elected Member have completed any of the units of training previously, the Elected Member will be required to undertake the on-line assessment component only of the training which will then be auto marked and a Certificate of Achievement automatically issued.

The Administration has recommended WALGA remains as the Shire's preferred facilitator for the Council Member Essentials training.

#### Statutory Environment

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

#### **Division 10 – Training and development**

#### **5.128. Policy for continuing professional development**

*(1) A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.*

*\* Absolute majority required.*

*(2) A local government may amend\* the policy.*

*\* Absolute majority required.*

*(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(4) The CEO must publish an up-to-date version of the policy on the local government's official website.*

*(5) A local government —*

*(a) must review the policy after each ordinary election; and*

*(b) may review the policy at any other time.*

#### Financial Implications

An allocation for Elected Member training and professional development is included each year as part of the Council's annual budget process.

#### Workforce Implications

The Policy provides direction for Elected Members to undertake required training and ongoing professional development.

#### Policy Implications

The proposal is to review the policy, consistent with the requirements of legislation.

#### Strategic Implications

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

#### **Governance**

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

Voting requirements

Simple Majority

(Absolute Majority if adopting or amending policy)

**OFFICER'S RECOMMENDATION:**

**That Council endorses the review of policy 3.14 Continuing Elected Member Professional Development, noting that no changes are required.**

### **3.14 Continuing Elected Member Professional Development**

#### **Statement**

This policy is adopted under the provisions of Section 5.129 of the Local Government Act.

The Shire of Cuballing recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government.
- b) Conflicts of Interest.
- c) Serving on Council.
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is the Western Australian Local Government Association (WALGA).

All units and associated costs will be paid for by the Shire and must be completed within the year immediately following the elected Member's election. The training is valid for a period of five years.

The Shire of Cuballing will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to *Local Government Act 1995*.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

A Council Member will be entitled to claim for each day of attendance at an approved professional development activity an amount equivalent to that paid for attendance at a Council Meeting. This is in addition to any reimbursement of expenses or travel costs. For the avoidance of doubt this payment does not extend to the attendance at conferences.

#### **Guidelines**

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required.

- The Budget provisions allowed and the uncommitted or unspent funds remaining:
- Any justification provided by the applicant when the training is submitted for approval.
- The benefits to the Shire of the person attending.
- Identified skills gaps of elected members both individually and has a collective.
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

No training or reimbursement of expenses will be approved where a Councillor:

- During the three months immediately prior to the end of the Council Members term.
- After a Council Member has delivered their resignation.
- While a Council Member is suspended.

Any expenditure commitments associated with training or professional development must be authorised through the CEO.

Objective:

To ensure that Elected Members of the Shire of Cuballing receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Resolution No:	2020/24
Resolution Date:	18 <sup>th</sup> March 2020
Amended:	21 <sup>st</sup> August 2024
Reviewed:	12 <sup>th</sup> December 2025

### 9.2.3 Disability Access and Inclusion Plan 2025-2030

Applicant: Internal document  
File Ref. No:  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> December 2025  
Author: Chris Paget - Chief Executive Officer  
Attachments: Final Draft Disability Access and Inclusion Plan 2025-2030

#### Summary

For Council to review and adopt the proposed Shire of Cuballing Disability Access and Improvement Plan 2050-2030.

#### Background

The Western Australia *Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services. The Shire of Cuballing adopted its first DAIP plan in 1995; a review of the existing DAIP has now been completed to reflect current legislative requirements, community needs, and emerging priorities.

#### Comments

The initial draft DAIP was present to elected members at the Ordinary Council Meeting held on 16<sup>th</sup> April 2025, and the final version of the DAIP is now presented for Council adoption. As required under the legislation, the development of the revised DAIP included community consultation. Notices were run in The Cuby News and also placed on the Shire website and Facebook page inviting submissions from the community for feedback on the DAIP and any suggested amendments or updates that interested parties and stakeholders could offer - no comments were received.

#### Statutory Environment

*Disability Services Act 1993* - Part five sections 28-29C

#### Policy Implications

Nil

#### Strategic Implications

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

Social

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

Governance

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

#### **Financial Implications**

Any actions requiring significant financial resources will be subject to future budget consideration and external funding opportunities.

#### Voting requirements

Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council adopts the Shire of Cuballing Disability Access and Inclusion Plan 2025-2030 and authorises it to be submitted to the Department of Communities in accordance with legislative requirements.**



# **SHIRE OF CUBALLING**

The coat of arms of the Shire of Cuballing is a circular emblem. It features a central red squirrel with a grey bushy tail, standing on a dark brown branch. The squirrel is surrounded by several bright orange, spiky seed pods or flowers. The entire emblem is set against a background of stylized, grey, leafy branches.

**Disability Access and Inclusion Plan**

**2025-2030**

### ***Alternate Formats***

This Disability Access and Inclusion Plan (and other Council documents) is available to members of the community in alternative formats upon request including:

- In electronic format;
- Email;
- Hard copy;
- Both large and standard print; and
- On the Shire's website [www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

Please contact the Shire reception on (08) 9883 6031 to request a copy.

### ***Thank You***

The Shire of Cuballing would like to acknowledge and thank all the individuals, community groups, and organisations who have provided input and feedback. Your help has been instrumental in the development of this and previous versions of the Disability Access and Inclusion Plan.

## **Introduction**

The Shire of Cuballing is a small rural local authority located in the Central South East region of Western Australia, 184km south east of Perth by road and has an area of 1195 square kilometres.

From the 2021 ABS Census data, there is a population of 902 residing in the Shire. Two populated town sites, Cuballing and Popanyinning are established within the region.

## **Functions, Facilities and Services Provided by the Shire of Cuballing**

The Shire of Cuballing is responsible for a range of functions, facilities and services, including:

### **Services to property and the Community:**

- Construction and maintenance of public buildings, roads and footpaths
- Provision and maintenance of waste disposal facilities
- Bushfire control through voluntary Bushfire Brigades
- Provision and maintenance of recreation facilities
- Information Service and facilitation of monthly newsletter distribution
- Provision of funding to community groups

### **Regulatory Services**

- Planning of road systems
- Subdivision oversight and provision of town planning schemes
- Building and Environmental Health Service
- Animal control
- Administering Noise Regulations

### **General Administration**

- Provision of general information to the public
- Dealing with complaints and maintenance requests
- Payment of fees including rates, dog licenses, building licenses and private works

### **Processes of Government**

- Ordinary and Special Council and Committee Meetings
- Electors' meetings and election of Councillors
- Community engagement and consultation
- Long Term community and strategic planning

## **People with Disability Within the Shire of Cuballing**

The residential population of Cuballing is estimated to be around 902 persons. According to the Australian Bureau of Statistics Survey of Disability, Ageing and Carers (2022), 21.4% of Australians or more than 1 in 5 people, identify themselves as having some form of disability. Based on the population estimate and these findings, it is expected that there are growing numbers of people with disability living within the Shire.

As the Shire of Cuballing becomes more attractive as a small country region with attractive land near the larger regional centre of Narrogin, the number of people with disability living

within the shire is likely to increase in the future. The Shire of Cuballing believes it is important that everyone has the same opportunity and choices within the shire and recognises that disability is not necessarily visible. It is also recognised that Council's planning needs to consider visitors to our shire.

The Shire of Cuballing is responsible for the planning process with a particular focus on a nurturing community where diversity, difference and a sense of identity is respected and valued. Seeking input from the local community, with personal and/or professional knowledge of disability requirements and issues, and the Department of Communities, the Shire of Cuballing will continually develop, implement, review and evaluate the plan.

## **Planning for Better Access**

The Disability Services Act (1993) requires that local governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines how that local government will ensure that people with disability have equal access to its facilities and services. Annual Reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

Access and Inclusion plans are not just about ensuring buildings have wheelchair access. They also incorporate inclusion at a participatory and service level. The vision of the DAIP is for an accessible and inclusive community (and visitors to the community) and the format will concentrate on seven key areas:

1. Quality of existing and future services
2. Access to buildings and facilities
3. Access to shire supported events and projects
4. Information and communication
5. Opportunities to make complaints
6. Opportunities to participate in public consultation
7. Opportunities to obtain and maintain employment with the Shire of Cuballing

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act (1992) (DDA). While action plans are not compulsory under the DDA, they can assist organisations to become more accessible and inclusive and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA requirements for action plans.

The Shire of Cuballing is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. The first plan was adopted in 1995 to address the barriers for people with disability and addressed both its statutory requirements under the Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992). The plan has undergone several internal reviews since 1995.

During that time many initiatives have been implemented including:

- Accessible footpaths and cycle ways constructed in town
- Ramp Access to Cuballing Tennis Courts
- Upgrades to Shire office to improve accessibility for users of mobility aids and wheelchairs
- Accessible path around perimeter of change rooms at Cuballing Oval
- Accessible public toilets and change rooms constructed at Cuballing Oval
- Accessible (from the rear of the building) entrance facing oval at Cuballing Recreation Building

- Tactile pavers placed at bus stop in town sites of Cuballing and Popanyinning
- Accessible toilets built at Cuballing Community Park
- Ramp access and accessible toilets built in Popanyinning townsite
- Ramp access has been built along with accessible toilets at Yornaning Dam
- McGarrigal Park (children's playground in Popanyinning) has an accessible entrance
- Ramp access has been constructed at the front of Cuballing Recreation Building
- Equestrian Clubrooms built with access by ramp
- Accessible Toilet built at Popanyinning Tennis Court with ramp access
- Toilets within Cuballing CWA Hall modified to provide accessibility
- Ramp access and security lighting to Popanyinning Hall
- Construction of an accessible Men's Shed in Cuballing
- Better planning around accessibility for large community events such as the biennial "Cuby Groovefest" including the recognition of the need for appropriate pathways and surfaces for mobility aids, reserved stage viewing areas, universal access toilets/change facilities, and the provision of AUSLAN interpreting and sensory-friendly zones (where possible).

## **Responsibility for the Disability Access and Inclusion Plan**

### **Community Consultation Process**

In 2025, the Shire commenced the review of its DAIP, consulting with key stakeholders and then drafted a new DAIP to guide further improvements to access and inclusion. Wherever possible, representatives from a variety of sectors of the community were consulted. This process includes:

- Advertising the commencement of the review process and the opportunity to be involved;
- Advertising of the draft DAIP and the opportunity to comment on that draft DAIP;
- Public review at meetings of Council.

The Disability Service Regulations 2004 set out the minimum consultation requirements for public authorities in relation to the DAIP. Local government authorities must call for submissions (either general or specific) by notice in a newspaper circulating in the local district of the local government under the Local Government Act 1995, or on any website maintained by or on behalf of the local authority.

The community was informed through the regional newspaper, the Shire website, the local newsletter and the Shire of Cuballing's social media, that the Shire of Cuballing was reviewing its disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing Council functions, facilities and services. The community was advised of how they could provide input into the development of the plan.

Community comment on the draft DAIP was invited utilising the Shire website, the local newsletter and the Shire of Cuballing's social media channels.

### **Communicating the plan to staff and people with disability**

Copies of the DAIP are to be available to the community upon request, and in alternative formats if required, including Council's website, hard copy, electronic format and by email.

On request the draft DAIP was provided to any interested persons/stakeholders who contribute to the planning process, including Council officers, people with disability, their families, carers and relevant community groups for feedback.

As the DAIP is intended to be a 'living' document and regularly amended/updated, Council Members, Shire staff and the community will be advised of the availability of the updated plan using the same methods.

### **Monitoring and Reviewing**

As part of the ongoing review process for this project and to ensure individuality of the DAIP outcomes, strategies and implementation, there will be consultation with key stakeholders, community members and shire staff who will meet regularly to review the progress on the implementation of the strategies identified in the DAIP.

Council will include a report on the implementation of the Disability Access and Inclusion Plan within its Annual Report which will be formally endorsed by Council.

### **Evaluation**

Prior to 31 July annually, Council will seek feedback from the community regarding the implementation of the DAIP and the effectiveness of strategies that have been implemented.

The following actions will then be taken:

- Endorsement of any progress reports on the implementation process which forms part of the DAIP
- Notices about the consultation process will be placed in the local newsletter
- Feedback will be sought to identify any additional barriers that were not identified in the initial consultation
- Identify additional strategies for consideration

The Shire of Cuballing is required to report on the progress in the prescribed format to the Department of Communities annually.

### **Reporting on the Disability Access and Inclusion Plan**

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to the DAIP. Council will report on the implementation of its DAIP through its annual report and the prescribed Proforma to the Department of Communities by 30 June each year, outlining:

- Progress towards the desired outcomes of the DAIP;
- Progress of its agents and contractors towards meeting the desired outcomes; and
- Strategies used to inform its agents and contractors of the DAIP.

## Strategies To Improve Access and Inclusion

As a result of the consultation process, the following strategies will guide tasks reflected in the Implementation Plan, that the Shire of Cuballing will continue to undertake to improve access to its services, buildings and information. The desired outcomes provide a framework for improving access and inclusion for people with disability within and visiting the Shire of Cuballing.

<b>Outcome 1</b>	<b>People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Cuballing</b>
<b>Objective</b>	To adapt services wherever possible to meet the needs of people with disability
<b>Strategy</b>	<p>Council will</p> <ol style="list-style-type: none"><li>1. Ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Council's policy on access and legislation</li><li>2. Ensure that people with disability are consulted on their need for services and the accessibility of current services</li><li>3. Utilise the universal design checklist that has been provided by the Department of Communities</li></ol>
<b>Outcome 2</b>	<b>People with disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Cuballing</b>
<b>Objective</b>	To ensure that all Shire owned, leased or supported facilities are accessible to people with diverse needs
<b>Strategy</b>	<p>Council will</p> <ol style="list-style-type: none"><li>1. Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues</li><li>2. Apply the Building Code of Australia and associated Standards on access when new or existing work begins on buildings and facilities</li><li>3. Undertake to identify and incorporate the priorities regarding access that have been identified during the review process. Ongoing upgrades will continue.</li><li>4. Identify access barriers to buildings and facilities using the Access Resource Kit checklists</li></ol>
<b>Outcome 3</b>	<b>People with disability receive information pertaining to Council functions, facilities and services in a format that will enable them to access the information as readily as other people are able to access it</b>
<b>Objective</b>	To ensure that relevant information pertaining to Council functions, facilities and services is provided using clear and concise language and made available in accessible formats
<b>Strategy</b>	<p>Council will:</p> <ol style="list-style-type: none"><li>1. Improve community awareness that all documents may be available in alternative formats upon request</li><li>2. Improve staff awareness of accessible information needs and how to obtain information using other formats</li></ol>

<b>Outcome 4</b>	<b>People with disability receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive</b>
<b>Objective</b>	Council staff working with the public be equipped with the information and skills to enable them to appropriately provide advice and service to people with diverse disability
<b>Strategy</b>	<p>Council will</p> <ol style="list-style-type: none"> <li>1. Provide information and training to staff and elected members to improve the awareness of access issues and further enhance their skills to provide an excellent service to people with disability</li> <li>2. Where required seek advice from other local governments and community professionals on how to better meet the needs of people with disability</li> <li>3. Ensure key staff are registered for email updates from the Human Rights and Equal Opportunity Commission and Department of Communities to keep abreast of contemporary practices in creating universal facilities</li> <li>4. Ensure staff are aware that some people may require assistance with paperwork associated with various functions of local government and will readily assist if required</li> </ol>
<b>Outcome 5</b>	<b>People with disability have the same opportunities as other people to make complaints to the Shire of Cuballing</b>
<b>Objective</b>	Ensure that grievance mechanisms/procedures are accessible or that appropriate assistance is given to enable people with diverse needs to make grievances and complaints known to the Shire
<b>Strategy</b>	<p>Council will</p> <ol style="list-style-type: none"> <li>1. Ensure that current grievance mechanisms are easily accessible for people with disability</li> <li>2. Improve staff awareness and knowledge so that the receipt of complaints from people with disability can be facilitated</li> </ol>
<b>Outcome 6</b>	<b>People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing</b>
<b>Objective</b>	To ensure that people with disability can participate fully in decision making and consultation processes managed by the Shire
<b>Strategy</b>	<p>Council will</p> <ol style="list-style-type: none"> <li>1. Ensure community consultation processes are inclusive of people with disability</li> <li>2. Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes</li> </ol>
<b>Outcome 7</b>	<b>People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing</b>
<b>Objective</b>	Ensure that disability is not seen as a barrier to a staff appointment
<b>Strategy</b>	Council or Staff responsible for recruitment will ensure that the right person is selected for the position regardless of disability.



## **Implementation Plan**

The DAIP provides the background information that informs the Cuballing Shire Council of the reasons why change is required to a facility, service or event provided in their district with their support. The DAIP implementation plan lists the suggested changes, person responsible to ensure that change happens and the date by which the change should be completed.

By itemising future requirements, Council can approve realistic budget for the funds and human resources to complete the work required and comply with legislation.

A fair and equitable DAIP implementation plan therefore informs Council where budget funds should be allocated and can only occur following consultation from different sectors of the community, including:

- Community members with some form of disability
- Members of the community supporting residents and visitors to the district
- Community members with experience in the disability field
- Broad community consultation
- Relevant representatives from government departments

The Disability Access and Inclusion strategies and objectives developed for the Shire of Cuballing are grouped under the seven desired outcomes as recommended by the Department of Communities. These outcome areas provide a framework for translating the principles and objectives of the Disability Services Act into tangible and achievable results.

**Outcome 1 People with disability have the same opportunity as other people to access the services of, and any events organised in the Shire of Cuballing**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
1.1 Ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Council's policy on access and legislation	1.1.1 Ensure relevant legislation, policies and procedures on access and inclusion are current and incorporated into Council's Disability Access and Inclusion Plan	Ongoing	CEO
1.2 Ensure that people with disability are consulted on their need for services and the accessibility of current services	1.2.1 Continue with feedback requests in monthly newsletter	Ongoing	CEO, CDO
1.3 Utilise the universal design checklist that has been provided by the Department of Communities	1.3.1 Use the checklist to grade accessibility at all Council events	Ongoing	CEO, MWS, Building Officer, CDO

**Outcome 2 People with disability have the same opportunity as other people to access the buildings and other facilities in the Shire of Cuballing**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
2.1 Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues	2.1.1 Promote access to business by informing them of the needs of people with various disability and access information available online or through the Shire of Cuballing	Ongoing	Building Officer & CEO
2.2 Apply the Building Code of Australia and associated standards on access when new or existing work begins on buildings and facilities	2.2.1 Ensure that legal requirements for access are met in all plans for new or redeveloped buildings and facilities	Ongoing	Building Officer & CEO
2.3 Undertake to identify and incorporate the priorities regarding access that have been identified during the review process.	2.3.1 Develop a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities by utilising the Access Resource Kit checklist.	July 2025	Building Officer & CEO, MWS
	2.3.2 Annually review the program of upgrades to Shire of Cuballing buildings and facilities	April 2026	CEO, MWS, Council

**Outcome 3 People with disability receive information pertaining to Council functions facilities and services in a format that will enable them to access the information as readily as other people are able to access it**

Strategy	Task	Timeline	Responsibility
3.1 Improve community awareness that all documents may be available in alternative formats	3.1.1 Use the regular feedback request notices in the monthly newsletter to identify which alternative formats are required	Ongoing	Administration Officer
3.2 Improve staff awareness of accessible information needs and how to obtain information using other formats	3.2.1 Provide awareness training to Councillors and Staff	Ongoing	CEO

**Outcome 4 People with disability will receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive.**

Strategy	Task	Timeline	Responsibility
4.1 Ensure staff are aware that some people may require assistance with paperwork associated with various functions of local government and will readily assist if required	4.1.1 Improve staff awareness through disability awareness training	Ongoing as staff turnovers occur	CEO & Management team
4.2 Seek advice from other Councils and community professionals in the disability field on how to better meet the needs of people with disability	4.2.1 Liaise with community members regarding access issues and implement as necessary	Ongoing	CEO & Management team, CDO
4.3 Provide information and training to staff and elected members to improve the awareness of access issues and further enhance their skills to provide an excellent service to people with disability	4.3.1 Provide awareness training to Councillors and staff	Ongoing	CEO
4.4 Ensure key staff are registered for email updates from the Human Rights and Equal Opportunity Commission and Department of Communities to keep abreast of contemporary practices in creating universal facilities	4.3.1 Ensure staff are informed regarding contemporary access issues and up to date with legal requirements	Ongoing	CEO & Management team

**Outcome 5 People with disability have the same opportunities as other people to make complaints to the Shire of Cuballing**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
5.1 Ensure that grievance mechanisms/procedures are accessible or that appropriate assistance is given to enable people with diverse needs to make grievances and complaints known to the Shire	5.1.1 Review current grievance mechanisms and implement any required changes	Ongoing	Administration Officer & CEO
5.2 Improve staff awareness and knowledge so that the receipt of complaints from people with disability can be facilitated	5.2.1 Improve staff awareness through training	Ongoing	CEO

**Outcome 6 People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
6.1 Ensure community consultation processes are inclusive of people with disability	6.1.1 All public meetings to be held in accessible venues and consultation material to be in alternative formats (when possible) upon request	Ongoing	CEO
6.2 Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes	6.2.1 Ensure that the Shire of Cuballing Disability Access and Inclusion Plan is continually reviewed	April annually	CEO, Council

**Outcome 7 People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
7.1 Council or Staff responsible for recruitment will ensure that the right person is selected for the position regardless of disability	7.1.1 Councillors and Staff to be aware that disability is not a barrier to employment with some positions with the Shire of Cuballing <ul style="list-style-type: none"> <li>• Ensure Job Applications and Descriptions include a breakdown of tasks in a tasks list/job description to allow prospective employees with disability to determine if they are suitable or able to do an advertised job.</li> <li>• Ensure that job interviews are held in a place accessible to all.</li> <li>• Ensure that any prospective candidates are asked if they have any special access or other requirements to assist them at an interview if they have disability</li> <li>• Ensure that persons are referred to as a “Person with Disability”, not a “Person with Disabilities”.</li> <li>• Ensure that the workplace is accessible.</li> <li>• Encourage co-partnerships with local businesses and the shire to encourage employment of people with disability through joint funded positions or special initiative grants</li> </ul>	Ongoing	Council and Staff responsible for recruitment

## 9.2.4 Draft Bush Fire Risk Management Plan 2026-2028

Applicant:	Internal document
File Ref. No:	
Disclosure of Interest:	Nil
Date:	12 <sup>th</sup> December 2025
Author:	Chris Paget - Chief Executive Officer
Attachments:	Draft Bush Fire Risk Management Plan 2026-2028

### Summary

For Council to receive and review the updated draft Shire of Cuballing Bush Fire Risk Management Plan for the period 2026-2028.

As a part of the requirements for Mitigation Activity Funding (MAF), a review of the Bushfire Risk Management Plan (BRMP) is required. This plan has recently taken a new format to ensure all plans are inline within the state and to capture extra information.

### Background

The development of a Bushfire Risk Management Plan (BRM Plan) is essential for Shires like Cuballing, where a combination of forest reserves, fragmented remnant vegetation, ageing populations, vulnerable infrastructure, and widespread agricultural operations create complex risk profiles. The BRM Plan provides a structured and evidence-based approach to:

- **Identifying and assessing assets at risk** from bushfire, including human settlements, critical infrastructure, economic assets, environmental values, and sites of cultural significance;
- **Evaluating risk levels** using endorsed criteria;
  - **Prioritising treatment strategies** that align with legislative requirements, community values, and the Shire's long-term strategic and corporate plans; and
- **Monitoring and reviewing** ongoing mitigation actions to ensure their effectiveness over time.

The Bushfire Risk Management Planning framework also supports cross-tenure coordination, enabling collaboration between local government, state agencies, public utilities, private landowners, and community stakeholders. In areas like the Shire of Quairading—where 96% of the land is privately owned—community engagement and cooperation are critical components of risk reduction.

Each BRM Plan is developed in line with the *Guidelines for Preparing a Bushfire Risk Management Plan* (Office of Bushfire Risk Management, 2024) and the international risk management standard ISO 31000:2018. It incorporates a comprehensive risk register, a treatment schedule, and a communication plan, ensuring the community is informed and empowered to participate in their own safety.

### Comment

The Shire of Cuballing is committed to enhancing bushfire safety through a thorough review of its Bushfire Risk Management Plan (BRMP). This review is part of an ongoing effort to evaluate and improve strategies for identifying, assessing, and addressing bushfire risks across the Shire.

The BRMP review examines current measures to ensure they remain effective in protecting people, valued assets, and environmental resources within the Shire. By updating the plan, the Shire aims to reflect recent changes in the landscape, community needs, and emerging best practices in bushfire management.

The Shire of Cuballing has actively participated in the Bushfire Risk Management (BRM) Program over years, receiving \$182,400 in Mitigation Activity Funding in 2024/25 and successfully delivering mitigation works around Cuballing and Popanyinning. These treatments have played a crucial role in reducing bushfire risk across identified high-priority areas within the Shire.

As part of its ongoing commitment to bushfire preparedness, the Shire is required to develop and maintain a Bushfire Risk Management Plan (BRMP). This Plan is an essential strategic document that supports the protection of life, strengthens community resilience, preserves environmental and cultural assets, and helps maintain economic stability in the event of bushfires.

To remain eligible for future mitigation funding, the BRMP must be reviewed and updated every two years. The updated Plan presented here has been thoroughly reviewed and refined in collaboration with multiple stakeholders and departments. It provides a clear and effective framework to ensure that bushfire mitigation efforts continue across the Shire of Cuballing.

#### Statutory Environment

*Bush Fires Act 1954*

*Emergency Management Act 2005*

State Hazard Plan - Fire

#### Policy Implications

Nil

#### Financial Implications

Works are undertaken with funding from the Department of Fire and Emergency Services Mitigation Activities Fund. In order to be eligible for future funding rounds, the Shire must have an updated BRMP.

#### Strategic Implications

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

###### Social

- A place where people of all ages, abilities and stages of life are active and connected.
- Enhancing focus on emergency management.

###### Natural Environment

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

###### 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:**

- 1) That Council receives and reviews the draft Bush Fire Risk Management Plan as presented; and
- 2) Request the Chief Executive Officer to forward the plan to the Office of Bushfire Risk Management (OBRM) for their review and endorsement.



# Bushfire Risk Management Plan

Shire Of Cuballing  
2026-2028

Office of Bushfire Risk Management Bushfire Risk  
Management (BRM Plan) endorsed **XX Month 20XX**  
Local Government BRM Plan approval **XX Month 20XX**



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## Document control

Document name	Bush Fire Risk Management Plan	Current version	1.1
Document Created	Community Emergency Services Manager	Draft	9/12/2025
Document Approved	Shire Office	Approved	

## Document endorsements

This Bushfire Risk Management Plan has been endorsed by the Office of Bushfire Risk Management as consistent with the standards detailed in the Guidelines for Preparing a Bushfire Risk Management Plan 2024.

The approval of the Bushfire Risk Management Plan by Shire of Cuballing Council signifies support of the plan's implementation and commitment to working with risk owners to manage bushfire risk. Approval does not signify acceptance of responsibility for risk, treatments or outcomes on land that is not managed by the Shire of Cuballing.

Local Government	Representative	Signature	Date
Shire Of Cuballing	Chief Executive Officer		

## Publication information

### Shire of Cuballing 2026

This document was prepared by the Shire of Cuballing in collaboration with the Department of Fire and Emergency Services (DFES) under the Bushfire Risk Management (BRM) Program.

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The Shire of Cuballing acknowledges the Traditional Owners of Country within the region and their continuing connection to land, waters and community. We pay our respects to Elders past, present and emerging.

### Enquiries relating to this plan can be directed at:

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Email: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

Website: [www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

# Chapter 1 Introduction

## 1.1. Background

This Bushfire Risk Management (BRM) Plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRM Plan has been prepared by Shire of Cuballing, encompasses all land within the Shire of Cuballing and has been written on behalf of all stakeholders within that area. The BRM Plan is informed by consultation and communication with land and asset managers that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk.

The BRM plan has been prepared with due consideration of the requirements stated in the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in *ISO 31000:2018 Risk Management*.

## 1.2. Objective of the Bushfire Risk Management planning program

The BRM planning program supports local governments to reduce the threat posed by bushfire. The Shire of Cuballing BRM Plan will contribute to achieving the objective of the BRM program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning.
- Facilitating the effective use of the financial and physical resources available for BRM activities.
- Supporting integration between risk owners, strategic objectives and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatments to ensure risk is managed to an acceptable level.

The overarching objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Cuballing to protect people, assets and other things of local value. Additional objectives of this BRM Plan include:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a 2 year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
  - Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
  - Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
  - Ensure there is integration between land owners and bushfire risk management programs and activities;
  - Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

### **1.3. Legislation, policy and standards**

Legislation, policy and standards that were applied in the development of this BRM Plan can be found in the *Bushfire Risk Management Planning Handbook – Appendix 1 – Summary of Related Legislation, Policy and Guidelines*.

#### **1.3 Legislation, Policy and Standards**

##### **1.3.1 Legislation**

- Aboriginal Heritage Act 1972 • Building Act 2011
- Bush Fires Act 1954 • Bush Fires Regulations 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire and Emergency Service Act 1998
- Fire Brigades Act 1942
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Planning and Development (Local Planning Scheme) Regulations 2015
- Wildlife Conservation Act 1950

##### **1.3.2 Policies, Guidelines and Standards**

- AS 3959-2009 Construction of buildings in bushfire-prone areas
- AS/NZS ISO 31000:2009 - Risk Management – Principles and Guidelines
- Building Protection Zone Standards (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 – Local Arrangements
- State Emergency Management Policy 3.2 – Emergency Risk Management Planning
- State Emergency Management Preparedness Procedure 7 – Local Emergency Management Committee (LEMC) Page 7 of 88 The Shire of Cuballing Bushfire Risk Management Plan 2020 – 2025 V.1
- State Emergency Management Preparedness Procedure 8 – Local Emergency Management Arrangements
- State Emergency Management Prevention Procedure 1 – Emergency Risk Management Planning
- State Hazard Plan for Fire (formerly Westplan Fire)
- State Planning Policy 3.4: Natural Hazards and Disasters
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- Western Australian Emergency Risk Management Guide 2015

### **1.3.3 Shire of Cuballing References**

- Shire of Cuballing Strategic Community Plan 2017 – 2027
- Shire of Cuballing Local Emergency Management Arrangements 2016
- Shire of Cuballing Local Planning Strategy - June 2019
- Shire of Cuballing - Annual Fire Break Notice
- Shire of Cuballing - Integrated Workforce Plan 2017-2021
- Assessment of the Conservation value of roadside vegetation in the Shire of Cuballing (1998) •
- Shire of Cuballing - Bushfire Prone Planning
- Cuballing Bridge Inventory (Main Roads Sept 2017)
- Local Planning Strategy Bushfire Hazard Level Assessment Nov 2016
- Dryandra Woodland Management Plan No 70 2011

### **1.3.4 Other Related Documents**

National Strategy for Disaster Resilience

- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2014)

## Chapter 2 The risk management process

The BRM planning process is a cycle of understanding the context and assessing and treating risks. Each of these steps is informed by communication and consultation and supported by monitoring and review. The three products produced during the BRM planning process are the BRM Plan, Asset Risk Register and Treatment Schedule.

Further details on the guiding principles and process for the development of this plan can be found in Chapter 2 of the Guidelines.

### 2.1. Roles and responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

Table 1 Roles and responsibilities in the Bushfire Risk Management (BRM) planning process

Stakeholder*	Roles and responsibilities
<b>Local government</b>	<ul style="list-style-type: none"><li>• Custodian of the BRM Plan.</li><li>• Coordinate the development and ongoing review of the BRM Plan.</li><li>• Negotiation of commitment from land owners to treat risks identified in the BRM Plan.</li><li>• Undertake bushfire risk assessment of local government area.</li><li>• Submit the draft BRM Plan to OBRM for review and endorsement.</li><li>• Develop and implement a Treatment Schedule for local government managed land.</li><li>• Encourage risk owners to treat identified risks.</li><li>• Communicate the plan to the community</li><li>• As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.</li><li>• As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines.</li></ul>
<b>DFES</b>	<ul style="list-style-type: none"><li>• Contribute to the development and implementation of the BRM Plan.</li><li>• Facilitate involvement of state and federal government agencies in the BRM planning process.</li><li>• Undertake treatments on unmanaged reserves and unallocated Crown land within gazetted town sites.</li><li>• By agreement, implement treatment strategies for other land managers.</li><li>• Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Hazard Management Agency for fire. Endorse BRM Plans as consist with the Guidelines, BRM Program and dynamic risk environment.</li></ul>

Stakeholder*	Roles and responsibilities
	<ul style="list-style-type: none"> <li>• Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li> <li>• Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.</li> <li>• Administer the Mitigation Activity Fund Grants Program.</li> </ul>
<b>Department of Biodiversity, Conservation and Attractions (DBCA)</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of the BRM Plan.</li> <li>• Implement their treatment program on DBCA managed land.</li> <li>• Provide advice on environmental assets and appropriate treatment strategies for their protection.</li> <li>• As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves (UMR) and Unallocated Crown Land (UCL) outside gazetted town site boundaries.</li> <li>• In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.</li> </ul>
<b>Department of Planning, Lands and Heritage</b>	<ul style="list-style-type: none"> <li>• Identify managed assets.</li> <li>• Provide advice on management of Aboriginal Cultural Heritage.</li> </ul>
<b>Other State and Commonwealth Government agencies and public utilities</b>	<ul style="list-style-type: none"> <li>• Identify managed assets.</li> <li>• Provide advice on current risk treatment programs. Whilst providing information about their assets.</li> <li>• Contribute to the development of BRM Plans.</li> <li>• Undertake treatments on lands they manage.</li> <li>• As treatment manager (where applicable), identification and implementation of treatment strategies.</li> <li>• Participation in and contribution to the development and implementation of BRM Plans.</li> </ul>
<b>Corporations and private landowners</b>	<ul style="list-style-type: none"> <li>• Identify managed assets.</li> <li>• Provide advice on current risk treatment programs.</li> <li>• Undertake treatments on lands they manage.</li> <li>• Assist the local government by providing information about their assets and current risk treatment programs. <ul style="list-style-type: none"> <li>• Participation in and contribution to the development and implementation of BRM Plans and Treatment Schedules.</li> <li>• As land owner/treatment manager, identification and</li> </ul> </li> </ul>

Stakeholder*	Roles and responsibilities
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implementation of treatment strategies.

## 2.2. Stakeholder engagement

Engagement with stakeholders during the development, implementation and review of the BRM Plan ensures planning is based on comprehensive information and considers the values and objectives of the entire community.

The following table identifies key stakeholders in the BRM planning process. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Table 2 Key stakeholders identified in the BRM planning process for the **Shire of Cuballing**

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Shire Executives	Oversight of the implementation, monitoring and review of the BRM Plan. Sourcing and approving funding and expenditure. Monitoring the implementation and effectiveness of agreed treatments. Liaison with key stakeholders. Participation on the Local Emergency Management Committee (LEMC). Management of the release, governance and appropriate sharing of BRM Plan and BRMS data.	High	Collaborate
Community Emergency Services Manager	Assist in the development, implementation, and review of BRM Plans across participating local governments. Assist in implementing bushfire mitigation programs for reserves and townsite areas. Support community engagement and awareness programs. Coordinate rapid and comprehensive responses to emergency incidents.	High	Collaborate
Chief Bushfire Control Officer (CBFCO)	Oversee operational burning programs and brigade support. Contribute to treatment planning and stakeholder liaison.	High	Collaborate / Empower
Works Depot (Shire)	Carry out planned mitigation works and contribute to ongoing treatment planning. Maintain fire access tracks, strategic firebreaks and drainage reserves to support bushfire preparedness and response.	High	Colaboration



Department of Biodiversity, Conservation and Attractions (DBCA) – Narrogin District	Manages conservation estates and reserves within the district. Provides specialist environmental advice on appropriate fire regimes, biodiversity protection and ecological values. Coordinates cross-tenure mitigation activities adjoining DBCA-managed land to support landscape-scale risk reduction.	High	Collaborate
Department of Planning, Lands and Heritage (DPLH)	Responsible for the management of Unallocated Crown Land and Unmanaged Reserves, and provides advice on Aboriginal Cultural Heritage and tenure matters relevant to bushfire management.	Medium	Consultation
Water Corporation	Manages critical water infrastructure including treatment plants, reservoirs and pumping stations and maintains associated access tracks used during firefighting operations.	Medium	Consultations
Main Roads Western Australia	Manages roadside vegetation and key transport corridors that can affect fire spread and suppression access.	Medium	Consultation
Western Power	Manages electricity infrastructure that is both vulnerable to bushfire and may contribute to ignition risk, and works collaboratively to plan and implement treatments around power assets.	High	Collaborate
Telecommunications Providers	Manage essential communication infrastructure that supports emergency response and provide information on asset locations, constraints and access requirements.	Medium	Inform
Volunteer Bushfire Brigades	Provide primary bushfire suppression capability and assist with planned mitigation activities, contributing significant local knowledge and operational experience.	High	Collaborate
Local Emergency Management Committee (LEMC)	Integrates bushfire risk planning with broader emergency management arrangements, ensuring coordination across prevention, preparedness, response and recovery functions.	High	Collaborate
Bush Fire Advisory Committee (BFAC)	Advises Council on bushfire matters, including mitigation priorities and operational considerations, and facilitates coordination between brigades, landowners and key stakeholders.	High	Collaborate
Traditional Owner Groups / Aboriginal Organisations	Provide cultural heritage advice and guide mitigation activities to ensure culturally significant areas are protected, including opportunities for traditional burning and on-Country fire management.	High	Collaboration
Private Landowners and Farming Community	Manage extensive landholdings and assets adjoining high-risk areas, undertake required fuel management and compliance activities,	High	Consult / Involve

	and provide valuable local knowledge that informs treatment planning.		
Local Community and Residents	Beneficiaries of mitigation works; contribute local knowledge and values. Participate in preparedness activities and community awareness programs.	High	Inform / Consult
Critical Industry Operators	Manage critical infrastructure and storage facilities that may influence or be impacted by bushfire spread. Coordinate risk treatments for shared boundaries.	Medium	Consult
Neighboring Local Governments	Coordinate cross-boundary mitigation works and shared brigade response arrangements.	Medium	Collaborate

## Chapter 3 Establishing the context

### 3.1. Strategic and Corporate framework

The Bushfire Risk Management Plan for the Shire of Cuballing is closely integrated with the Shire's strategic planning framework and supports its commitment to building a safe, prepared, and resilient community. The Plan strengthens the Shire's approach to managing bushfire risk by informed decision making across land management, infrastructure planning, and community safety initiatives. Bushfire risk considerations are incorporated into the Shire's Strategic Community Plan and operational planning processes, ensuring mitigation works are prioritised alongside other essential services and long-term projects. This BRM Plan provides a coordinated framework for identifying and treating bushfire risk across all land tenures and helps guide future investment in mitigation, emergency management capability, and community engagement. Delivery of the Plan is supported by various Shire business units and advisory committees, each contributing to the implementation, oversight, and continual improvement of bushfire risk management activities.

The Executive Leadership Team provides overall governance, strategic direction and resourcing for the Bushfire Risk Management Plan, and reviews progress through the Shire's established reporting processes.

- The Community Emergency Services Manager (CESM) assists with bushfire risk assessment and mitigation planning across the district, and acts as the primary liaison with DFES, volunteer brigades, landowners and partner agencies.
- The Chief Bush Fire Control Officer (CBFCO), appointed under the Bush Fires Act 1954, oversees seasonal preparedness, operational burning programs and the coordination of the Shire's volunteer bush fire brigades.
- The Works and Services Department delivers planned mitigation works, undertakes mechanical vegetation management, maintains fire access tracks and roadside reserves, and provides operational support to brigades during mitigation and response activities.

- The Finance and Corporate Services Team manages grant funding, procurement and acquittals associated with mitigation activities, including the Mitigation Activity Fund Grants Program (MAFGP), and ensures transparent financial and administrative oversight of BRMP-related works.

The BRM Plan is underpinned by the Shire of Cuballing's established emergency management arrangements, including the Local Emergency Management Committee (LEMC) and the Bush Fire Advisory Committee (BFAC). These committees ensure bushfire risk reduction is integrated with broader preparedness, response and recovery responsibilities under the Emergency Management Act 2005 and Bush Fires Act 1954.

The BRM Plan serves as a core strategic document linking community safety priorities with the Shire's corporate objectives, enabling coordinated, evidence-based decision-making across the organisation and guiding long-term mitigation planning.

### 3.2 Land use and tenure



The Shire of Cuballing is in the south-west interior of Western Australia within the Wheatbelt Region as depicted in *Figure 3*. The Shire is situated in pleasant and undulating broad acre farming country. The Shire is located 192km southeast from Perth and covers an area of 1195 km<sup>2</sup>.

The Shire of Cuballing is characterised by a predominantly agricultural landscape, with broadacre farming interspersed with small townsites, rural residential properties, remnant vegetation, and isolated conservation reserves. This mix of land uses creates a varied distribution of bushfire hazard across the district and directly shapes risk ownership, as responsibilities for mitigation differ between tenure types.

#### Local Government – Shire of Cuballing

The Shire is responsible for managing local reserves, road verges, public facilities and other lands vested under the Local Government Act 1995. It delivers mitigation works identified in the BRM Plan, maintains fire access infrastructure, undertakes vegetation management across Shire-managed land, and works collaboratively with adjoining landholders and agencies to address shared bushfire risks.

### **Department of Biodiversity, Conservation and Attractions (DBCA)**

DBCA oversees conservation estates and areas of remnant vegetation within the Shire, applying ecological fire regimes and prescribed burning to reduce fuel hazards and protect environmental values. The agency also provides specialist advice to support local planning for environmental assets.

### **Department of Planning, Lands and Heritage (DPLH)**

DPLH is responsible for Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR). Through established arrangements with DFES, mitigation works may be undertaken where unmanaged Crown land presents a risk to nearby communities, infrastructure or agricultural properties.

### **Private Landholders and Agricultural Enterprises**

Private ownership makes up the majority of land within Cuballing. Landholders are responsible for fuel management, firebreak compliance and reducing risk on their properties in accordance with the Shire's Annual Fire Management Notice. Many farming properties border remnant bushland or waterways, making joint planning essential for effective risk reduction.

### **Public Utilities and Critical Infrastructure Managers**

Organisations such as Western Power, Water Corporation, Main Roads WA and telecommunications providers manage essential service networks and supporting corridors. Their responsibilities include maintaining vegetation clearances, ensuring track and site access for firefighting, and coordinating with the Shire on treatments where their assets interface with high-risk areas.

Land Manager	Local Government Area (%)
<b>Local Government</b>	1.79%
<b>Private and Other</b>	84.97%
<b>Department of Biodiversity, Conservation and Attractions</b>	11.43%
<b>Department of Planning, Lands and Heritage</b>	1.21%
<b>Department of Fire And Emergency Services</b>	0.20%
<b>Water Corporation</b>	0.0004%
<b>Commonwealth Government</b>	9.73%
<b>Main Roads Western Australia</b>	0.12%
<b>Other State Government</b>	0.25%

The land tenure profile of the Shire of Cuballing is dominated by private ownership, which accounts for approximately 84.97% of the district. The remaining tenure is distributed across multiple State agencies, with the Department of Biodiversity, Conservation and Attractions (DBCA) managing 11.43%, the Department of Planning, Lands and Heritage (DPLH) managing 1.21%, and smaller portions vested in

agencies such as Main Roads Western Australia, Western Power, DFES, Water Corporation and the Commonwealth Government.

Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) make up only a very small portion of the Shire's total land area. UCL and UMR within townsites are managed by the Department of Fire and Emergency Services (DFES), while those located outside townsite boundaries fall under the management of DBCA. These arrangements operate under established Memorandums of Understanding with DPLH, which retains overarching responsibility for Crown land tenure.

Although UCL/UMR constitutes only a small percentage of total tenure, effective management is critical in the Shire of Cuballing, as many of these parcels form part of the rural-urban interface (RUI). Vegetation within these unmanaged areas can significantly influence local bushfire behaviour and presents a notable risk to adjacent private property, infrastructure and community assets. The Shire maintains a strong working relationship with DFES, DBCA and DPLH to ensure that mitigation works on UCL/UMR align with priorities identified in the Bushfire Risk Management Plan and support coordinated, cross-tenure risk reduction across the district.

### 3.3 Community demographics and values

Based on the 2021 Census, the Shire of Cuballing has a small rural population with a demographic profile typical of Wheatbelt communities. Males account for 52.5% of the population and females 47.5%, indicating a slightly higher proportion of males compared to the Western Australian and national averages.

Cuballing's population is predominantly Australian-born, with 76.4% of residents born in Australia. The most common countries of birth for overseas-born residents include England (5.9%), New Zealand (2.2%), Scotland (0.6%), Germany (0.4%) and South Africa (0.4%). This reflects a largely stable population with strong ties to local agricultural and rural industries.

Country of birth, top responses <i>All people</i>	Cuballing	%	Western Australia	%	Australia	%
<b>Australia</b>	689	76.4	1,648,194	62.0	17,019,815	66.9
Other top responses:						
<b>England</b>	53	5.9	196,885	7.4	927,490	3.6
<b>New Zealand</b>	20	2.2	75,591	2.8	530,492	2.1
<b>Scotland</b>	5	0.6	26,146	1.0	118,496	0.5
<b>Germany</b>	4	0.4	11,366	0.4	101,255	0.4
<b>South Africa</b>	4	0.4	44,889	1.7	189,207	0.7

A significant portion of Cuballing’s population falls within the 25–64 working-age bracket, forming the main pool for volunteer bushfire brigade participation. However, the Shire’s small population base combined with employment patterns common to farming areas, means that volunteer availability can fluctuate throughout the year. Despite this, Cuballing continues to show strong community spirit, with both residents and local businesses regularly supporting brigades during major fire events, whether through spontaneous volunteering, equipment assistance or operational support.

Awareness of bushfire risk across the Shire is generally high. Many residents, particularly those living near remnant vegetation or within the rural–urban interface, have practical knowledge of local fire behaviour based on past fire seasons and experience with agricultural burning practices. Engagement through Shire activities, brigade training, and DFES community education initiatives has helped reinforce this understanding.

The community shows broad support for bushfire mitigation works. Fuel reduction burning, slashing, mechanical vegetation management and chemical weed control are widely recognised as necessary measures to reduce build-up of fuels and improve firefighting access. While concerns are occasionally raised, particularly regarding smoke impacts or threats to biodiversity, most residents favour proactive, ongoing mitigation efforts that clearly reduce risk to people, property and infrastructure.

The Shire continues to promote shared responsibility by encouraging residents to prepare household bushfire plans and utilise DFES tools such as the 5 Minute Fire Chat and My Bushfire Plan. Local brigades, community groups and agricultural networks all play an important role in maintaining awareness and promoting preparedness.

Cuballing’s age structure also presents specific considerations. The district includes a notable proportion of residents in age groups considered more vulnerable during emergencies, particularly those under 14 and over 65. Tailored communication, community support networks and targeted preparedness initiatives are important to ensure these groups can respond effectively during high-risk periods. Opportunities also exist to build fire awareness among younger residents through school-based programs and community engagement activities.

Moving forward, the Shire of Cuballing intends to continue strengthening community resilience through targeted education, seasonal preparedness workshops, on-site demonstrations of mitigation works, and improved communication around the objectives and benefits of the BRM Plan. These initiatives aim to ensure the community remains informed, connected and supportive of evidence-based strategies that reduce bushfire risk across the district.

### **3.4 Cultural heritage**

#### **3.4.1 Indigenous Culture**

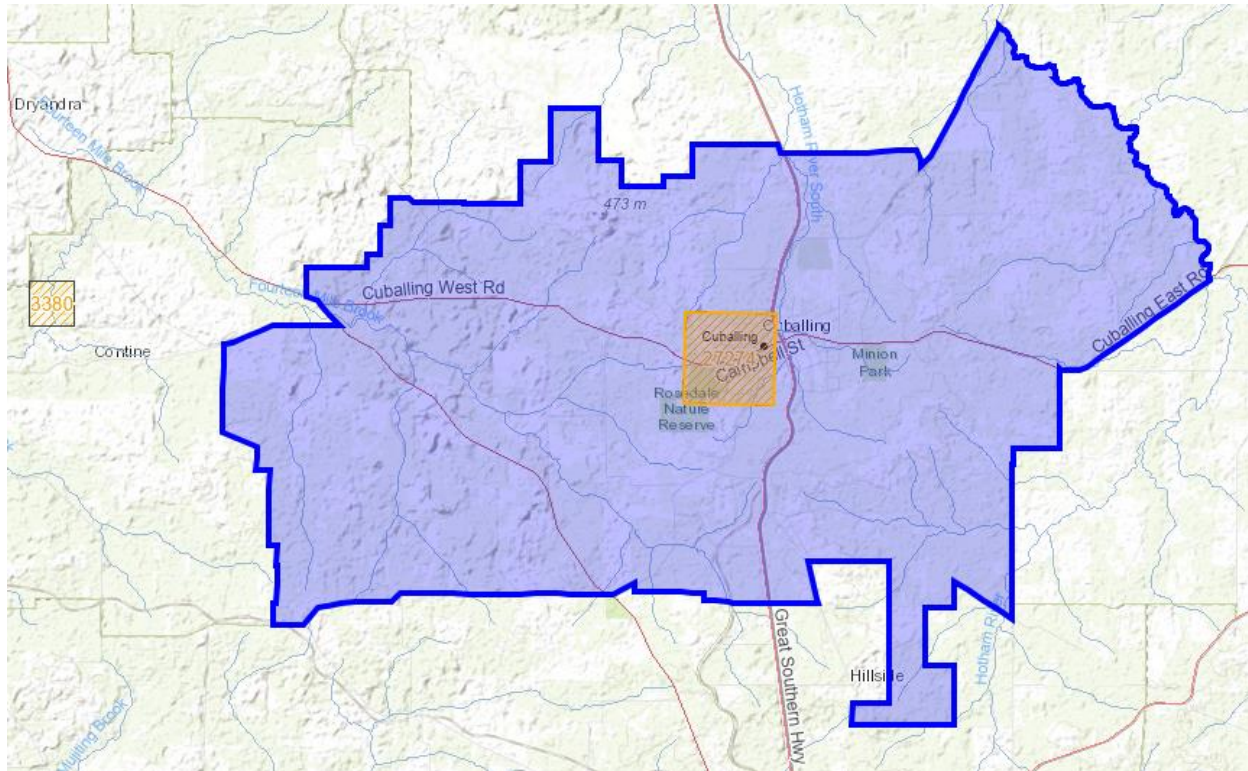
The Shire of Cuballing lies on the traditional lands of the Wiilman (Wilman) people, one of the fourteen language groups of the Noongar Nation in south-western Western Australia. The Wiilman people have occupied, cared for and maintained strong cultural connections to this Country for thousands of years. Their deep knowledge of the land, climate, fire regimes, flora and fauna is reflected in the many traditional place names found across the district, most of which relate to water sources and prominent geographical features.

The landscape throughout Cuballing and surrounding areas, contains areas of cultural significance, traditional travel routes, and sites associated with ancestral stories and practices. Recognition of Wiilman Country, and engagement with Traditional Owners, Native Title representatives and Aboriginal knowledge holders, is an essential component of bushfire risk



management within the Shire. Consultation helps ensure that mitigation activities respect cultural values, protect heritage sites, and where appropriate, incorporate traditional fire knowledge and on-Country practices.

Registered Aboriginal Cultural Heritage sites and Protected Areas are shown in the [Aboriginal Cultural Heritage Inquiry System \(ACHIS\)](#). This system will be consulted and appropriate approvals obtained when planning bushfire mitigation activities.



### 3.4.2 European Settlement & Historical Development

European exploration of the Cuballing district began in 1835, when Surveyor General John Septimus Roe travelled through the region and named the Montague Hills. Settlement gradually increased from the 1840s, driven by shepherding, pastoral activity and the sandalwood trade. The name *Cuballing* originates from “Cooballing Pool,” first recorded on a land lease application in 1868.

The completion of the Great Southern Railway in 1889 marked the start of rapid development, prompting the establishment of townsites such as Cuballing and Popanyinning. Early optimism led to expectations that Cuballing might become a major rail centre; however, in 1906, Narrogin was chosen instead due to superior access to water supplies. This decision slowed population growth, and the Great Depression of the 1930s further influenced settlement patterns as many farming families left the area.

Throughout the late 19th and early 20th centuries, numerous community facilities, schools and public buildings were constructed, reflecting the growth of local settlements. The original Cuballing District Hall was replaced with a substantial stone building in 1898, the Methodist Church was built in 1904, and the Cuballing Road Board was formally established in 1903.

Several small rural schools operated across the district during this period, including Aldenga, Popanyinning, Nebrikinning, Yornaning, Wardering, Lol Gray Soak, Woodlands and Dryandra. Many of these schools opened and closed in response to fluctuating population numbers, often linked to farming viability and economic conditions.

Significant historical events include the dedication of the granite War Memorial in 1921, the burning of the Popanyinning Hotel in 1978, and the construction of the new Shire Office in 1979. The old Post Office, closed in 1993, now forms part of the Cuballing Roadhouse precinct. Today, the town of Cuballing has a population of approximately 300, with around 890 residents across the broader Shire. The Cuballing Hall has since been restored and remains an important heritage and community asset.

European settlement has shaped the Shire's rural character, agricultural economy and settlement layout, all of which continue to influence local bushfire risk, land-use patterns and mitigation priorities.

### **3.5 Economic activities and industry**

The Shire of Caballing's economy is predominantly driven by broadacre agriculture, with the largest employment sectors being grain–sheep farming, specialised sheep production, and other grain-growing activities. These industries are highly vulnerable to bushfire due to the extensive areas of crop stubble, pastures, machinery movements and the reliance on uninterrupted seasonal operations. A major fire event can result in immediate losses such as destruction of standing crops, fencing and machinery, and can also produce longer-term impacts including soil degradation, reduced productivity and increased rehabilitation costs for landholders.

Agricultural practices such as stubble retention, minimum tillage and the growth of higher-heat-yielding crops like canola contribute to increased near-surface fuel loads across the landscape. These systems can elevate bushfire intensity and rate of spread, increasing the difficulty of suppression. Seasonal harvesting and grain handling also raise the likelihood of ignitions, particularly during hot, dry and windy conditions.

Transport and freight routes are essential to the local economy, with the Great Southern Highway, Cuballing East Road and the Tier 2 railway line serving as major agricultural freight corridors. These routes support the movement of grain, livestock and agricultural inputs but are also recognised ignition points due to mechanical failures, vehicle movements and rail operations. Disruption to these corridors can restrict emergency access, hinder supply chains, and negatively affect economic activity.

Tourism provides additional economic value, particularly through visitation to the Dryandra Woodland and associated recreation and heritage sites. Increased visitor numbers during peak seasons can temporarily change population distribution and increase exposure to fire-prone environments. Large events at the Dryandra Regional Equestrian Centre also elevate seasonal population density, although risks are partially mitigated by good mobility and the presence of low-fuel buffers.

Overall, the Shire's agriculture-based economy, transport network and natural tourism assets create a landscape where bushfire has the potential to cause significant short-term economic disruption and long-term recovery challenges. Coordinated mitigation, fuel management and cross-agency planning are therefore critical to protecting economic viability and community resilience.



Industry of employment, top responses Employed people aged 15 years and over	Cuballing	%	Western Australia	%	Australia	%
Grain-Sheep or Grain-Beef Cattle Farming	31	7.4	4,362	0.3	18,276	0.2
Sheep Farming (Specialised)	27	6.4	2,211	0.2	18,278	0.2
Other Grain Growing	24	5.7	4,008	0.3	18,945	0.2
Hospitals (except Psychiatric Hospitals)	20	4.8	54,823	4.2	545,158	4.5
Local Government Administration	17	4.1	17,696	1.4	156,402	1.3

### 3.6 Topography and landscape features

The Shire of Cuballing lies within a varied Wheatbelt landscape that strongly influences bushfire behaviour, access for suppression, and the practicality of mitigation activities. The district forms part of the area described in the Department of Agriculture and Food WA publication *Landscape and Soils of the Narrogin District (2010)*, which identifies Cuballing as sitting predominantly within the Rejuvenated Drainage Zone (RDZ). This region is characterised by active river and creek systems that ultimately feed into the Avon, Murray and Blackwood catchments, with dissected lateritic soils, granite outcrops and broad saline valleys occurring throughout the Shire.

Topography can significantly shape how a bushfire behaves.

- In the western parts of Cuballing, rocky rises, granite outcrops and uneven terrain can restrict or completely prevent access for firefighting vehicles. In these areas, suppression is often limited to aerial attack or defensive strategies until fires reach more accessible ground. This can delay active suppression, allowing fires to intensify and grow in size before ground crews can safely engage.
- In contrast, the flatter eastern areas support broadacre cropping and grazing systems, resulting in continuous fine fuels that can support fast-moving grass fires under severe fire weather conditions.

The Shire's landscape is also dominated by valleys associated with the Hotham River, along with other waterways such as Fourteen Mile Brook and Calcoran Brook. These valley systems introduce slopes that can exceed 20 degrees, an important fire behaviour factor, as the rate of spread can double for every 10 degrees increase in slope. Fires travelling uphill through these formations can therefore move up to four times faster than on flat ground, significantly reducing suppression windows and increasing risk to responders and communities.

Riparian corridors also present operational challenges. Vegetation along watercourses provides continuous fuel but may be separated by river channels, making firefighter movement difficult. Fires frequently spot across these waterways, forcing crews to take longer routes to re-engage the fire front. These delays can allow fires to grow rapidly or escape initial containment efforts.

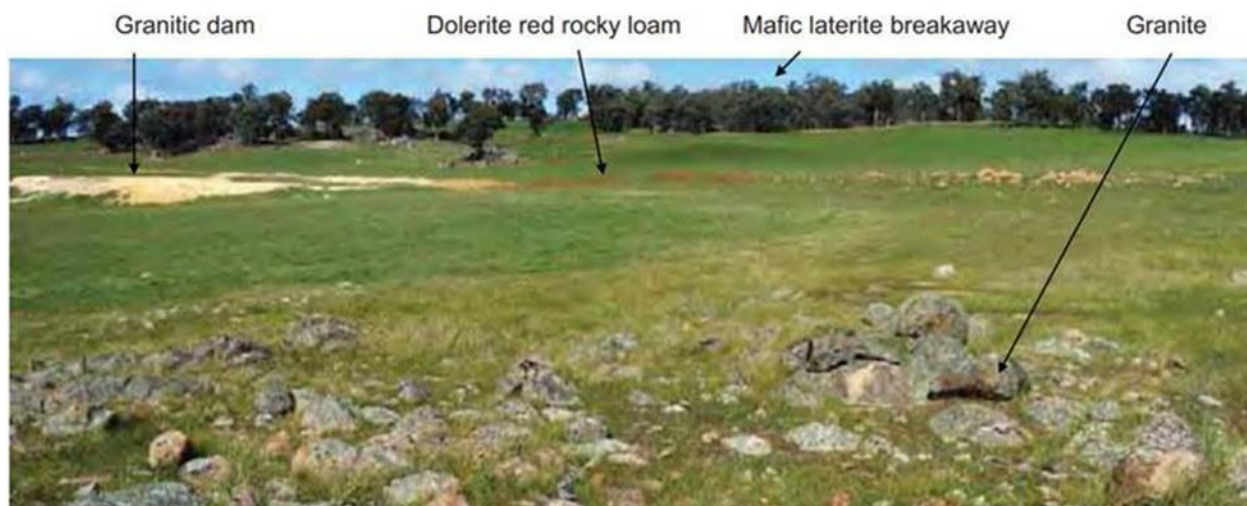
The Shire contains 17 bridges, many located along key transport and economic routes. These structures are critical for community access, agricultural freight and tourism, and also form essential firefighting access and evacuation routes. Timber bridges have been identified through the BRM Planning process as strategic risks requiring priority mitigation, as their loss can cause both economic disruption and significant limitations on emergency response capability.

In terrain where rocky formations or waterways restrict access, direct attack may be impractical. In such cases, alternate suppression methods, including construction of firelines with heavy machinery or the use of backburning—may be required. These strategies, while effective, can increase final fire size and highlight the importance of pre-established strategic firebreaks and fire access tracks. Well-maintained tracks improve access to difficult terrain, support rapid initial attack, and reduce the overall impact of bushfires on the landscape. These tracks also help

manage environmental impacts by providing designated access points rather than requiring ad-hoc disturbance during emergencies.

Pipeline and rail infrastructure also intersects the landscape in ways that influence fire response. The above-ground Water Corporation pipeline running north–south through the Shire creates a physical barrier with limited crossing points, which can restrict firefighting movement and must be considered during mitigation planning. The Tier 2 rail line adds further constraints and ignition potential, requiring collaborative management with operators.

Overall, Cuballing’s topography, including rocky ridges, valley systems, waterways, saline depressions and infrastructure corridors creates a complex operating environment. These features shape how fires start, spread and are suppressed, and reinforce the need for coordinated, cross-tenure mitigation planning, strategic access development, and early intervention to prevent small fires becoming large, high-intensity events.

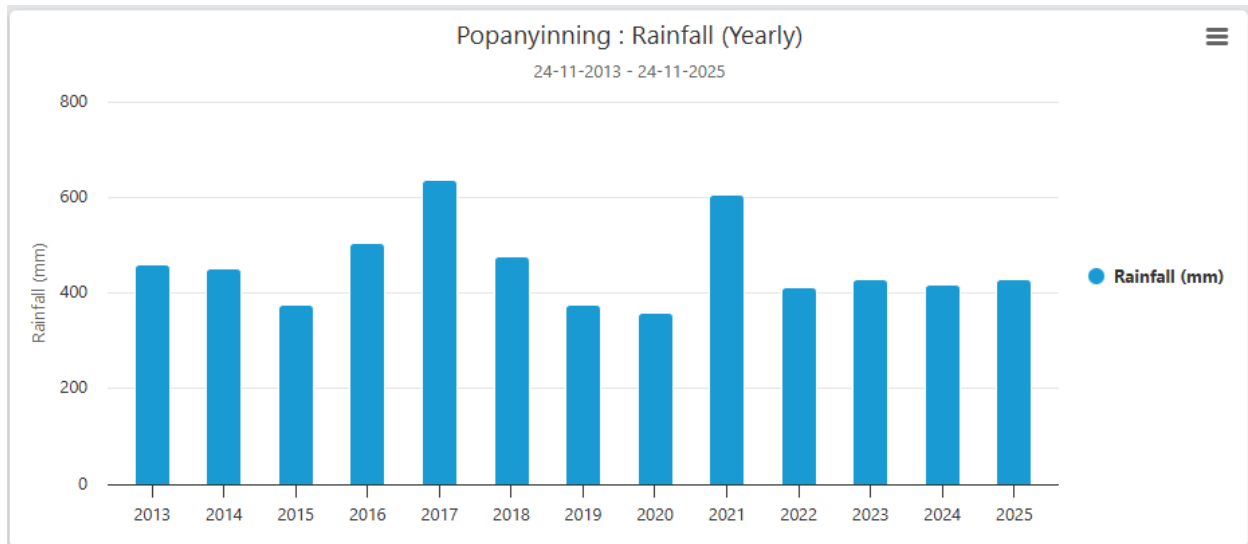


### 3.7 Climate and weather

The Shire of Cuballing experiences a semi-arid Mediterranean climate characterised by hot, dry summers and cooler, wetter winters. Fire weather conditions intensify through late spring, summer and early autumn, driven by high temperatures, low humidity and recurrent easterly wind patterns typical of the Wheatbelt.

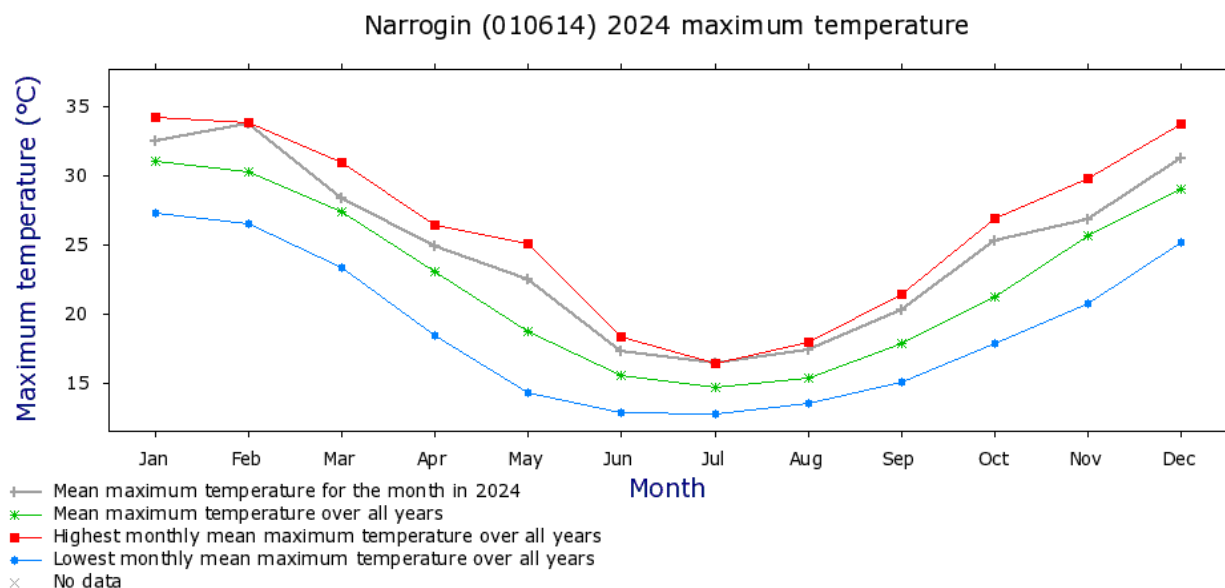
#### Temperature Trends

Climate information for the Shire is derived from the Bureau of Meteorology's Narrogin Weather Station (010614), located 13 km from the Cuballing townsite. The 2024 maximum and minimum temperature records show distinct seasonal trends relevant to bushfire planning.



### Maximum Temperatures (2024)

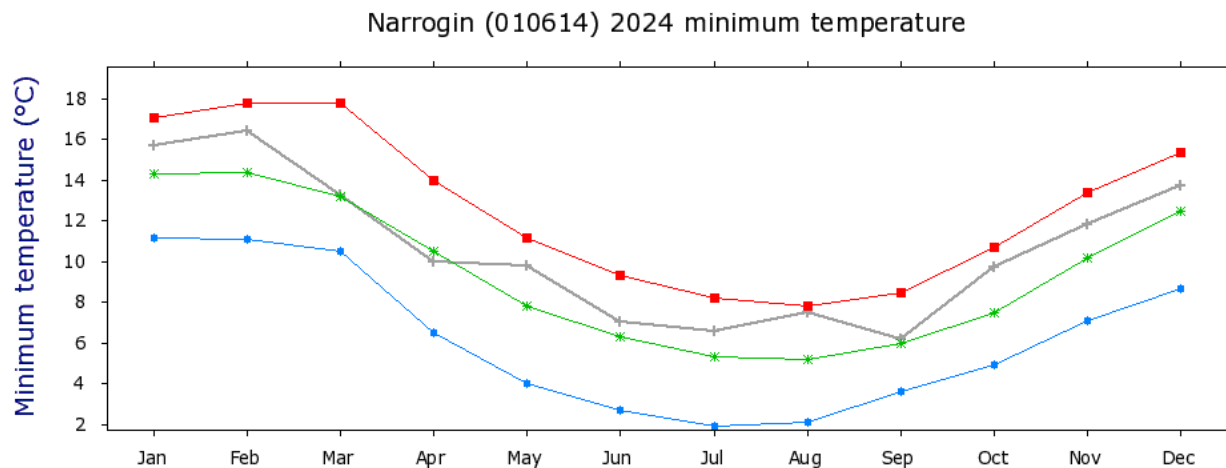
- January–February record the highest maxima (30–35°C), coinciding with the period of greatest bushfire danger.
- Temperatures decline steadily from March to July, reaching winter averages of 13–17°C.



- A rapid warming trend begins in September, with temperatures climbing above 20°C and entering dangerous fire-weather thresholds by October–November.

### Minimum Temperatures (2024)

- Warm summer nights (14–18°C) result in poor overnight fuel moisture recovery, contributing to sustained fire behaviour.
- Winter minima drop to 2–7°C, creating the most stable period for planned burning.
- Rising spring overnight temperatures shorten the early-season burning window.



### 3.8. Wind Direction and Speed

Wind is one of the most influential factors affecting bushfire behaviour in the Shire of Cuballing. Analysis of wind rose data from the Popanyinning station (representative of the Cuballing district) for 2022–2025 demonstrates consistent and predictable patterns that directly influence fire spread, ignition potential, and operational safety.

#### Dominant Wind Directions

Across all four years of data, the Shire exhibits a strong dominance of easterly wind patterns, particularly:

- E, ENE and ESE winds occur most frequently
- This pattern is especially prominent during the summer and early-autumn bushfire season
- Westerly winds (W, WNW) also appear regularly, particularly during winter and frontal systems

#### In summary:

- Easterlies dominate the fire season
- Westerlies dominate the cooler months

This aligns with known Wheatbelt meteorological behaviour, where overnight easterly winds push hot, dry continental air across the region during summer.

#### 1. Wind Speed Characteristics

Wind speeds shown in the rose diagrams indicate:

- The majority of wind events fall in the 2–15 km/h categories

- However, a noticeable portion of winds — especially from the E and ESE sectors — reach 15–22 km/h
- Stronger winds (22+ km/h) are less common but occur predominantly in summer and early autumn and almost exclusively from the eastern quadrants

These wind speeds are sufficient to:

- Increase the rate of fire spread
- Contribute to long-distance spotting
- Limit opportunities for safe prescribed burning

Even moderate easterly winds can cause fires to run quickly through grassland and crop stubble common in Cuballing.

### **Seasonal Wind Behaviour Relevant to Bushfire Risk**

#### **1. Summer and Early Autumn (High Bushfire Risk Period)**

- Dominated by E, ENE and ESE winds
- Winds are warm, dry, and often gusty — accelerating fire behaviour
- Most catastrophic or extreme FDR days are associated with strong easterly bursts
- These conditions often occur overnight, preventing fuel moisture recovery

#### **2. Winter and Early Spring**

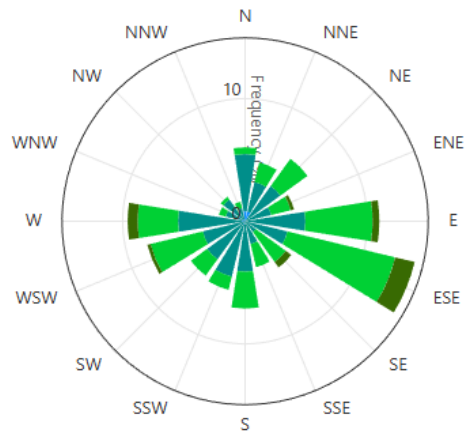
- More frequent W and WNW winds associated with cold fronts
- Higher humidity and rainfall reduce fire behaviour
- Conditions are more suitable for mechanical mitigation and prescribed burning
- Access to mitigation sites may be restricted due to wet soils in July–August

#### **3. Transition Period (October–November)**

- Increasing frequency of dry easterlies
- Higher temperatures and curing grasses increase ignition risk
- This is a short burn window ideally suited for small, low-risk prescribed burns.

### Popanyinning : Wind Rose at 3m (Yearly)

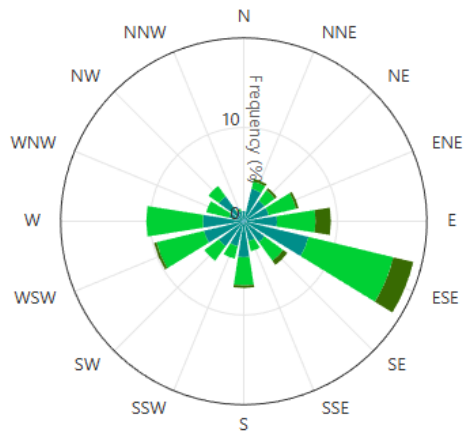
01-01-2022 - 31-12-2022



- < 2 km/h
- 2 to 8 km/h
- 8 to 15 km/h
- 15 to 22 km/h
- 22 to 29 km/h
- 29 to 36 km/h
- > 36 km/h

### Popanyinning : Wind Rose at 3m (Yearly)

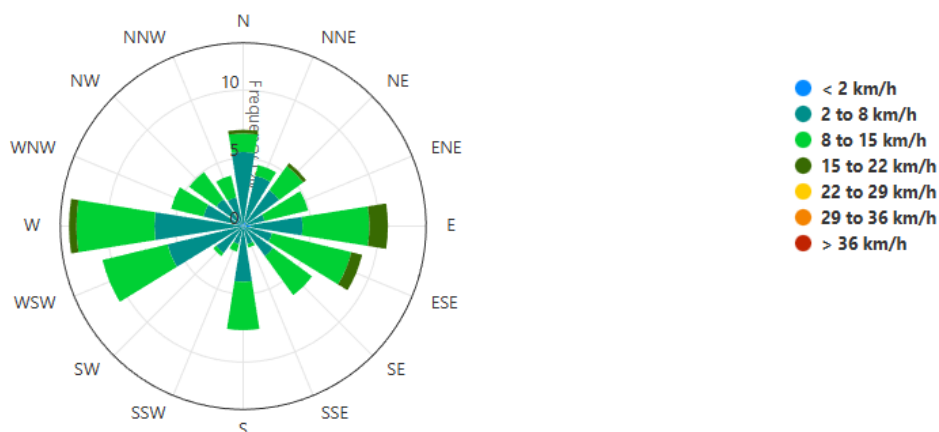
01-01-2023 - 31-12-2023



- < 2 km/h
- 2 to 8 km/h
- 8 to 15 km/h
- 15 to 22 km/h
- 22 to 29 km/h
- 29 to 36 km/h
- > 36 km/h

### Popanyinning : Wind Rose at 3m (Yearly)

01-01-2024 - 31-12-2024



### 3.8.1 Climate Constraints on Mitigation

Climate conditions significantly limit when planned mitigation works can occur in Cuballing.

#### 1. Limited Prescribed Burning Windows

- Safe burning conditions rely on mild temperatures, light winds and adequate moisture.
- These conditions typically occur during late autumn and winter, with a smaller window possible in early spring.
- Summer and early autumn are unsuitable due to high temperatures, low humidity and strong winds.

#### 2. Extended Dry Season

- The Shire experiences 7–8 dry months each year, resulting in very low fuel moisture and heightened ignition risk.
- Extended dry spells reduce the number of safe burning opportunities and increase reliance on mechanical treatment.

#### 3. Late-Season Rainfall Extending the Bushfire Season

- In some years, late spring or early-summer rainfall delays crop harvesting, prolongs grass growth and increases fine-fuel availability.
- This can push the bushfire season later into the year, as fuels remain green for longer before curing rapidly during hot periods.
- When late rains are followed by a sudden spike in temperature or strong easterly winds, conditions can shift quickly from low to extreme fire danger, narrowing the window for safe mitigation.

#### 4. Easterly Wind Events

- Strong, dry easterly winds, common from November to March, contribute to rapid fire spread and erratic behaviour.
- These conditions frequently result in the cancellation of prescribed burns and increase the likelihood of firefighting difficulty.

## 5. Heat and Overnight Recovery

- High summer minima limit overnight fuel moisture recovery, meaning fires continue burning actively well into the night.
- High daytime temperatures restrict mechanical works due to heat-stress risk and increased machinery-ignition potential.

## 6. Rainfall Variability

- Inconsistent rainfall patterns affect the timing and safety of roadside spraying, grading, slashing and prescribed burning.
- Heavy winter rains may delay access to mitigation sites, while dry winter conditions reduce opportunities for low-intensity burns.

## 3.9. Vegetation and fuel

The Shire of Cuballing contains a mix of native vegetation communities and extensive agricultural land, each contributing differently to the district's bushfire risk profile. While large parts of the Shire have been cleared for farming, significant areas of woodland, shrubland and riparian vegetation remain, most notably within the Dryandra Woodland complex.

The primary vegetation types found within the Shire include:

- **Woodland**

Eucalypt-dominated woodlands with trees typically 10–30 metres high and foliage cover of 10–30%. Understorey species commonly include *Acacia*, *Allocasuarina* and *Callitris*. These areas can accumulate substantial surface and elevated fuels over time.

- **Forest**

Open to moderately dense eucalypt forest (30–70% foliage cover), often with a sclerophyllous shrub or grass understorey. These fuels can support high-intensity fire behaviour under severe conditions.

- **Shrubland**

Shrub-dominated communities less than 2 metres high with greater than 30% foliage cover. Understoreys may include grasses or herbs. Species such as *Acacia* and *Casuarina* are common in semi-arid conditions.

- **Grassland**

Includes all grass-dominated areas where tree or shrub cover is less than 10%. This category also incorporates broadacre cropping land, which forms the dominant land use across the Shire.

## Agriculture Landscape and Grass Fuels

Although broadacre farmland may appear low risk, fully cured crops and stubbles pose a significant hazard, particularly during the harvest period (November–January). Machinery operations, hot exhaust systems and metal-to-metal contact are recognised ignition sources. Open grassland and cropping areas also allow rapid fire spread across long distances, especially under strong easterly winds that dominate the fire season.



The agricultural landscape is generally gently undulating with large open paddocks, providing relatively good access for firefighting appliances. This assists suppression efforts but also increases the speed at which fires can run across open terrain.

### **Dryandra Woodland**

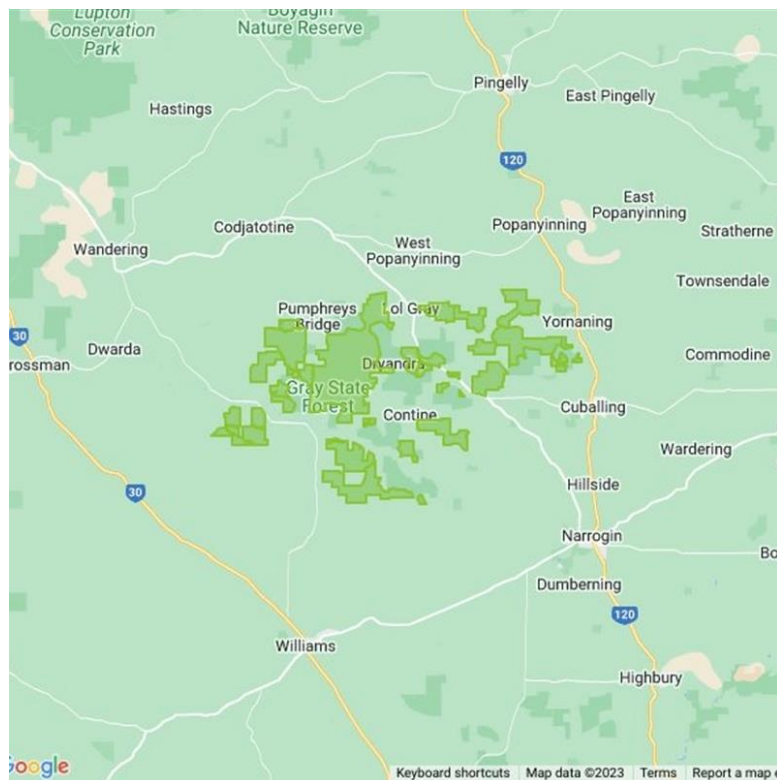
The Dryandra Woodland is the largest remnant of original vegetation in the western Wheatbelt and a key natural asset spanning the Shires of Cuballing, Williams and Wandering. Of its 28,000 ha, approximately 17,500 ha lies within Cuballing.

Dryandra consists of 17 discrete woodland blocks, ranging from small remnants (87 ha) to extensive forest areas (over 12,000 ha), surrounded by cleared agricultural land. In some locations, revegetation and roadside reserves create important ecological linkages between these remnants.

Dryandra's vegetation displays a transitional character between the moist Jarrah Forest to the south and the semi-arid Wheatbelt to the east. The woodland is recognised for:

- Extensive stands of Wandoo (*Eucalyptus wandoo*)
- Powderbark Wandoo (*E. lanepoolei*)
- Patches of Jarrah (*E. marginata*) and Marri (*Corymbia calophylla*)
- Understorey species such as Rock Sheoak (*Allocasuarina huegeliana*)
- Significant populations of *Banksia* ser. *Dryandra*, including *B. nobilis* and *B. armata*.

These vegetation types support diverse fauna and are highly valued for conservation. However, they also present complex fuel structures that can support high-intensity fire if not managed appropriately.





### **Vegetation Influences on Bushfire Risk**

Vegetation type and condition are among the most significant drivers of bushfire behavior within the Shire. Several specific factors require ongoing consideration in mitigation planning:

#### **1. Sheoak Encroachment**

Rock Sheoak can gradually invade surrounding vegetation communities, increasing stand density and altering fuel structure. Post-fire regeneration can accelerate this encroachment, creating continuous elevated fuels that support higher-intensity fire behaviour. This trend is widespread across the Wheatbelt and represents an emerging fuel hazard.

#### **2. Annual Weeds in Remnant Vegetation**

Remnant bushland is vulnerable to annual grass and weed invasion, particularly following disturbance such as burning, mechanical works or drought. If burning is undertaken at the wrong time or too frequently, annual weeds can become dominant, increasing fine-fuel loads and raising fire frequency and intensity. Careful timing and treatment sequencing are required to minimise undesirable fuel outcomes.

#### **3. Riparian Vegetation and Waterway Corridors**

Waterways through the Shire—including the Hotham River and major brooks—create linear corridors of dense riparian vegetation. During fire events, these corridors behave like a wick, funnelling fire and producing rapid shifts in intensity and flame height. Fires often spot across the waterway, while access constraints can delay suppression efforts. Assets located near these corridors may face elevated exposure to bushfire impact.

### **3.10 Important species and communities**

The Shire of Cuballing contains a range of flora and fauna values that are environmentally significant and directly influence the planning, timing and selection of bushfire mitigation treatments. Many species and ecological communities within the district—particularly those in and around the Dryandra Woodland—are sensitive to disturbance, requiring careful consideration when implementing fuel-management works or responding to fire.

### **Environmental Sensitivities and Treatment Constraints**

All mitigation works must consider the flora and fauna present at each site, and response strategies must remain environmentally sensitive while still meeting operational requirements. Some species have breeding or activity cycles that restrict when prescribed burning or disturbance can occur. For example, threatened fauna such as the Numbat (*Myrmecobius fasciatus*) have specific nesting and breeding periods where ground disturbance or heat exposure must be avoided. In these areas, prescribed burns may only be feasible during short seasonal windows, and alternative treatments such as mechanical or chemical fuel reduction may be required.

The Shire maintains an ongoing role in reminding landowners and land managers of their responsibility to obtain appropriate environmental approvals, cultural heritage clearances and DBCA/DEWIS guidance prior to undertaking any vegetation-based mitigation works.

#### Weeds, Disease and Fire Response

Another important consideration during both mitigation and suppression operations is the potential for the spread of *Phytophthora cinnamomi* (Dieback) and other soil-borne pathogens. These can be transported through:

- vehicle and machinery movement,
- footwear,
- animals, and
- water runoff.

The risk is greatest on moist soils or in areas containing susceptible flora species. Planned burns, slashing, mulching and other ground-disturbing activities must incorporate hygiene practices wherever practical. Similar caution applies during firefighting operations, where rapid movement across multiple sites can inadvertently transfer pathogens.

Weed invasion—particularly annual grasses and fast-colonising species—is a further risk following poorly timed burns. If fire is applied too frequently or outside appropriate ecological windows, weed dominance can increase fuel loads rather than reduce them.

### Threatened Ecological Communities

The Shire of Cuballing lies within the distribution of the Eucalypt Woodlands of the Western Australian Wheatbelt, a nationally listed Threatened Ecological Community (TEC) and a recognised Matter of National Environmental Significance (MNES) under the Environment Protection and Biodiversity Conservation Act 1999.

This TEC is concentrated largely within and around the Dryandra Woodland, as shown in mapping provided in the Approved Conservation Advice.

A TEC is defined as a community that is “presumed totally destroyed or at risk of becoming totally destroyed.”

Because of this, any mitigation works—especially prescribed burning—conducted in areas that overlap or adjoin the TEC must be carefully planned to avoid adverse impacts.

The Approved Conservation Advice notes that altered fire regimes are a major threat to the long-term health of the TEC, including:

- too-frequent burning,
- burns at inappropriate intensity, and
- fire applied during unsuitable seasons.

However, the advice also acknowledges that an appropriate fire regime can provide ecological benefit, and that fire impacts are highly site-specific.

When planning mitigation treatments in or adjacent to TEC areas, the following must be considered:

- Whether proposed burning or clearing will remove or significantly damage tall eucalypts, which are a defining feature of the TEC.
- The likely impact on the understorey structure and its ability to recover post-fire.
- The risk that fire disturbance may promote the spread of invasive weeds, taking advantage of temporary reductions in canopy cover.
- The need for control measures to prevent high-intensity or fast-spreading fire, as “hot” burns may scar eucalypts and increase susceptibility to disease.
- The presence of fire-sensitive species, such as salmon gums or gimlets, which require additional protection.

### **Threatened Fauna**

The Shire of Cuballing supports major populations of several nationally endangered species, particularly within the Dryandra Woodland. These include:

- Numbat (*Myrmecobius fasciatus*) – more than half of the known wild population occurs in this region
- Woylie (*Bettongia penicillata*)
- Red-tailed Phascogale (*Phascogale calura*)





Additional threatened species are protected within fauna sanctuaries and predator-managed enclosures in Dryandra, including Bilby, Mala, Boodie and Western Barred Bandicoot. 'Barna Mia' operates within the woodland as a public education and nocturnal wildlife sanctuary showcasing recovery programs for these species.

These species are highly sensitive to inappropriate fire application. Their habitat requirements, denning behaviour and breeding cycles must be considered in all mitigation planning. Where necessary, fuel reduction may need to be deferred, modified, or delivered using non-burning methods to ensure protection of habitat and species persistence.

Important species and communities are listed on the [Department of Biodiversity, Conservation and Attractions \(DBCA\) website](#). This website will be consulted with due diligence practiced to protect identified species and communities when planning and conducting appropriate bushfire mitigation activities.

### 3.11. Bushfire risk controls

Bushfire risk controls are measures implemented to prevent bushfires, mitigate their impact, and enhance preparedness and response. Controls may apply to specific assets, areas, or the entire local government district. This section outlines both asset-specific and local government-wide controls relevant to the Shire of Cuballing.

Current bushfire risk controls in the Shire of Cuballing.

Table 5 – Control Types

Control Type	Description	Responsible Party
<b>Prevention</b>	Activities and regulations aimed at avoiding the occurrence of bushfires.	Shire of Cuballing, DFES, landholders
<b>Preparedness</b>	Measures to ensure readiness for bushfire suppression and mitigation.	Shire of Cuballing, Bush Fire Brigades, DFES
<b>Response</b>	Immediate actions taken to suppress fires and protect life and property.	Bush Fire Brigades, DFES, Police
<b>Recovery</b>	Activities that assist the community and environment to return to normalcy post-bushfire.	Shire of Cuballing, Local Recovery Coordinator

These controls collectively support the Shire's capacity to prevent, prepare for, respond to, and recover from bushfire events. They align with the *State Hazard Plan for Fire* and the *Bushfire Risk Management Planning Guidelines (2023)* to ensure consistency, compliance, and community safety.

Control	Action or activity description	Lead agency	Notes and comments	Control Type
<b>Bush Fires Act 1954 – Section 33 Fire Management Notice</b>	Annual Fire Management Notice outlining landholder responsibilities for firebreaks, fuel reduction, and access requirements	Shire of Cuballing	Ensures minimum mitigation standards are applied across all private land each season. Compliance is monitored through inspections by Rangers and Fire Control Officers..	Prevention
<b>Restricted and Prohibited Burning Times</b>	<p>Restricted: 1<sup>st</sup> October – 31<sup>st</sup> October (permits required)</p> <p>Prohibited: 1<sup>st</sup> November – 1<sup>st</sup> Mar (subject to variation).</p> <p>Restricted: 2<sup>nd</sup> March to 19<sup>th</sup> April</p> <p>Festive Season harvest bans: 25<sup>th</sup> December – 1<sup>st</sup> of January each year.</p>	Shire of Cuballing / DFES / Local Brigades	Burning periods declared under s.17 and s.18 of the <i>Bush Fires Act 1954</i> to reduce the likelihood of uncontrolled burning during high-risk months.	Prevention
<b>Permit to Burn System</b>	Issuing of permits for burning during the Restricted Burning Period under supervision and with prescribed conditions.	Shire of Cuballing / Fire Control Officers	Provides administrative control to ensure burns are conducted safely and notified to the Shire and DFES ComCen.	Preparedness
<b>Volunteer Bush Fire Brigades</b>	Operation of brigades providing suppression capability and local prevention works.	Shire of Cuballing / DFES	Maintains local firefighting capacity, supports hazard reduction burns and training.	Response
<b>Community Education &amp; Preparedness</b>	Annual fire-season messaging, social-media campaigns, community meetings, and property-preparedness inspections.	Shire / DFES / Brigades	Promotes community awareness, hazard reduction and shared responsibility.	Preparedness

<b>Development Control in Bushfire-Prone Areas</b>	Application of <i>State Planning Policy 3.7</i> and <i>Bushfire Planning Guidelines</i> for development assessment.	Shire of Cuballing / DFES	Ensures new development includes bushfire mitigation measures consistent with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	Prevention
<b>Mitigation Activity Fund Grants Program (MAFGP)</b>	Implementation of annual Shire-led mitigation works identified in the BRM Plan.	Shire of Cuballing / DFES	Enables treatment of extreme and very-high-risk assets on LG-managed land.	Preparedness
<b>Cross-Tenure Coordination &amp; BFAC</b>	Bush Fire Advisory Committee (BFAC) meetings coordinate treatments and operational issues between DFES, DBCA, DPLH, brigades and the Shire.	Shire of Cuballing / DFES	Promotes multi-agency coordination, shared learning and resource efficiency.	Preparedness/ Recovery

## Chapter 4 Asset identification and risk assessment

Assets at risk from bushfire in the Shire of Cuballing are recorded in the *Asset Risk Register* in the BRMS. Assets are divided into four categories: human settlement, economic, climate, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme based on the risk assessment methodology described in the Guidelines and Handbook.

### 4.1. Identifying and assessing cascading risk

Cascading risk refers to the impacts of a bushfire on the interconnected systems and networks that sustain communities. The concept recognises that a bushfire event can set off a chain reaction with impacts that extend beyond the fire's location. These may affect the social fabric, economy, and environment of the district and can persist long after the fire has been extinguished.

**Key cascading risks relevant to the Shire include:**

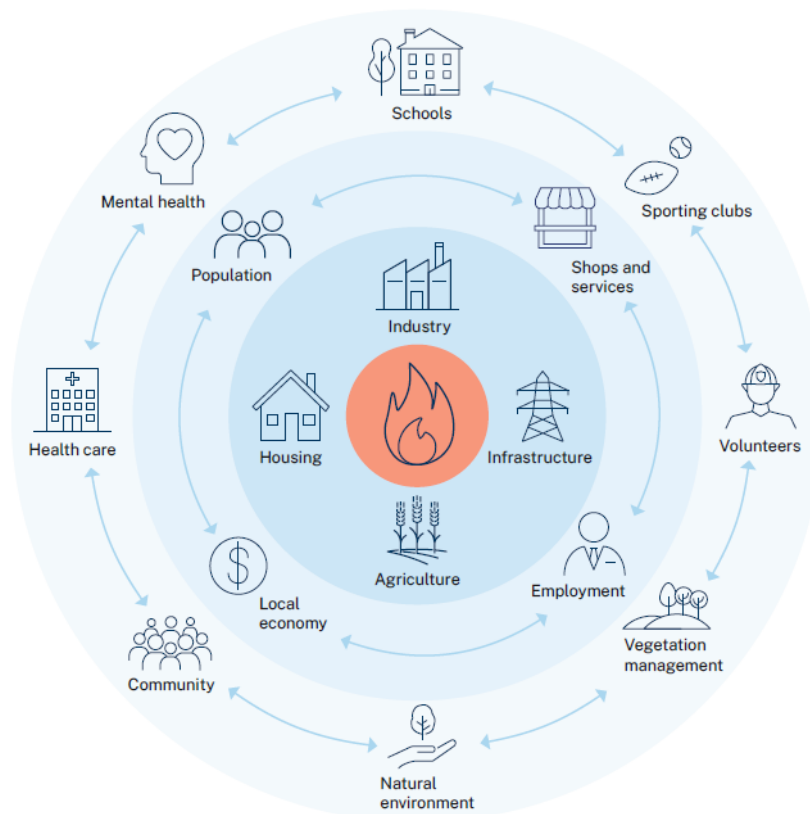
- Damage to critical transport infrastructure—including bridges, rural road networks and railway assets. Loss or closure of these routes can restrict emergency vehicle movement, disrupt freight operations and isolate communities during response and recovery.
- Interruption to essential services such as electricity and telecommunications. Bushfire impacts to Western Power assets or Telstra/NBN sites can reduce the effectiveness of emergency coordination and limit residents' access to warnings, information and communication.

- Impacts to water supply infrastructure, particularly the north–south Water Corporation pipeline that services Cuballing and neighbouring shires. Pipeline damage or access constraints may affect both firefighting capability and domestic water availability.
- Economic disruption to agricultural operations, including losses of fencing, stored fodder, machinery, livestock and crops. These impacts can have long-term consequences for farm viability and the broader local economy.
- Environmental damage, particularly in waterways, riparian corridors and remnant vegetation areas. Post-fire degradation can lead to erosion, sediment movement, weed invasion, and reduced habitat quality for native and threatened species.
- Social and community impacts, such as displacement, emotional trauma, loss of key community assets and increased demand for recovery and support services.

### Assessment Approach

Cascading risks were qualitatively assessed using the same likelihood and consequence methodology applied within the Bushfire Risk Management System (BRMS). This ensures that secondary impacts are considered alongside direct bushfire risks and informs the prioritisation of treatments that protect critical infrastructure, maintain service continuity, and enhance community resilience.

Cascading risks considered relevant to BRM for the **Shire of Cuballing** are provided in Appendix A.





## 4.2. Local government asset risk profile

A summary of the risks assessed in **The Shire of Cuballing** is shown in Table \_\_\_. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed. This table was correct at the time of publication but may become outdated as risks are treated or additional risks are identified and assessed. A report may be generated from the BRMS to provide the most current risk profile.

Consequence Likelihood	Minor	Moderate	Major	Catastrophic
Almost Certain	High	Very High	Extreme	Extreme
Likely	Medium	High	Very High	Extreme
Possible	Low	Medium	High	Very High
Unlikely	Low	Low	Medium	High

	Separation Distance		
Fuel Age	>100 m-400 m	>30 m-100 m	0-30 m
0-3 years	Unlikely	Unlikely	Possible
>3-6 years	Unlikely	Possible	Likely
>6 years	Possible	Likely	Almost Certain

### Local Government Asset Risk Summary

Asset Category	Risk Rating					
		Low	Medium	High	Very High	Extreme
	Human Settlement	6%	33%	33%	22%	6%
	Economic	0%	6%	39%	22%	33%
	Environmental	100%	0%	0%	0%	0%
	Cultural	0%	33%	17%	33%	17%

# Chapter 5 Risk evaluation

## 5.1. Risk acceptance criteria

The acceptable level of risk for each asset category is shown in Table 6. A risk that is assessed as exceeding these limits will be considered for treatment.

Acceptable risk level	Asset category			
	Human settlement	Economic	Environmental	Cultural
	Medium or below	Medium or below	High or below	Medium or below

Risks assessed as being within acceptable thresholds do not require specific mitigation during the life of this BRM Plan. These risks will continue to be managed through existing controls and periodically reviewed to ensure they remain stable and do not escalate over time.

The Shire of Cuballing has adopted risk acceptance levels consistent with the State Bushfire Risk Management Planning Guidelines (OBRM, 2023), adjusted to reflect local conditions, community expectations, and the Shire's mitigation capacity. These thresholds are based on state endorsed principles that place the highest priority on safeguarding people and essential community functions.

- Human settlement and economic assets are to be managed to a Medium or lower risk level, recognising the serious consequences associated with loss of life, impacts on critical services, and damage to key infrastructure.
- Environmental assets may be tolerated at a High or lower risk level, noting that fire plays an important ecological role in many native vegetation communities and that total risk elimination is neither practical nor ecologically desirable.
- Cultural heritage assets, including both Aboriginal and European sites, are managed to a Medium or lower threshold, ensuring protection of cultural values while acknowledging land tenure complexities and limitations on available mitigation methods.

Asset Category	Rationale
<b>Human Settlement</b>	The safety of people, dwellings and community infrastructure is the highest priority. Assets rated High, Very High or Extreme require treatment to reduce risk to an acceptable level.
<b>Economic</b>	Agricultural, industrial and infrastructure assets are critical to local productivity and employment. Risks above Medium may cause unacceptable economic disruption and warrant mitigation.
<b>Environmental</b>	Some level of fire exposure is natural and beneficial. However, risks rated Very High or Extreme could result in irreversible loss of biodiversity or habitat and will be considered for treatment.
<b>Cultural</b>	Protection of Aboriginal and non-Aboriginal heritage sites is a key community value. Risks rated above Medium will be reviewed with Traditional Owners or heritage specialists for possible mitigation.

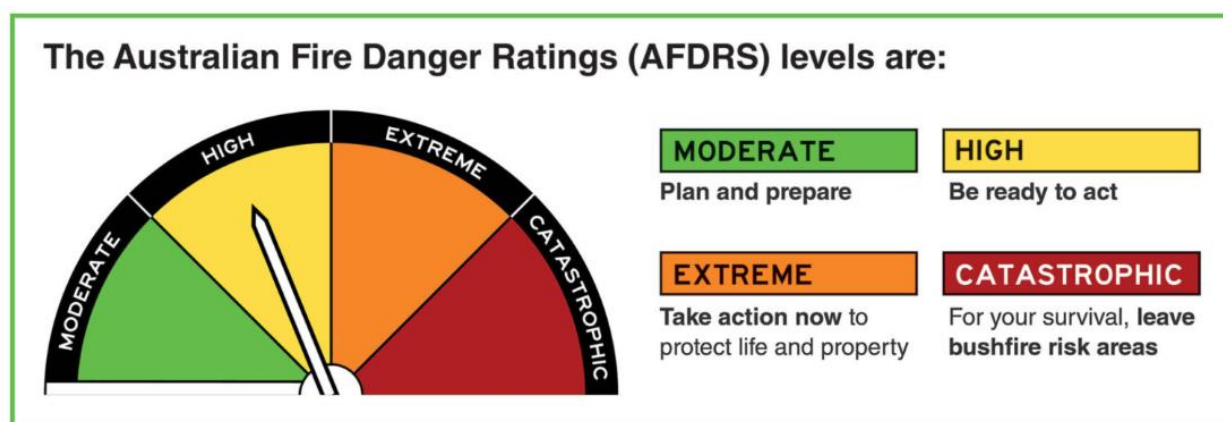
## 5.2. The Australian Fire Danger Rating System (AFDRS)

The AFDRS delivers a nationally consistent and scientifically informed method for assessing daily fire danger. It replaces the former FDI-based system and now uses the Fire Behaviour Index (FBI), which integrates forecast weather conditions with local vegetation types to estimate likely fire behaviour, difficulty of suppression, and potential community impact.

The Shire of Cuballing is located within the Upper Great Southern Fire Weather District. With much of the district characterised by broadacre agriculture and grass-dominated fuels, the Grassland Fire Behaviour Model within the AFDRS is typically used to calculate FBI values and determine the appropriate Fire Danger Rating for the area.

### Fire Danger Ratings under AFDRS

Fire Danger Ratings indicate the expected level of risk if a bushfire were to occur, describing how intense a fire may become and how difficult it would be to control. They do not measure the likelihood of a fire starting, but rather the potential behaviour and impact once ignited. Under the AFDRS, four rating categories are used, each supported by clear community action guidance to help residents understand the level of threat and the steps they should take to remain safe.



Name/Colour	Fire Behaviour Index Range	Suppression difficulty
MODERATE (Green)	12-23	Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.
HIGH (Yellow)	24-49	Initial attack success critical to prevent large fire development. Defensive suppression strategies.
EXTREME (Orange)	50-99	Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.
CATASTROPHIC (Red)	100+	Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

For days where no proactive action is required, a “No Rating / Off” category applies (shown as a white bar below Moderate). This does not mean fires cannot occur, but they are unlikely to pose a significant threat.

## Operational Application

- The AFDRS and corresponding FBI values are used by DFES and the Bureau of Meteorology to inform the declaration of Total Fire Bans (TFBs) and Harvest and Vehicle Movement Bans (HVMBs).
  - A TFB is generally considered when the FBI reaches 50 or above (Extreme).
  - A HVMB is typically triggered at FBI 40, aligning with grassland fuel-load modelling.
- The AFDRS supports local decision-making through DFES' Fire Danger Viewer and Aurora Fire Behaviour Calculator, allowing accurate, location-specific assessment.

## Local Assessment and Hazard Context

- **Vegetation Classification:** Vegetation is identified in accordance with DFES guidance and AS 3959:2018 – Construction of Buildings in Bushfire-Prone Areas. Areas that meet low-hazard exclusion criteria are assigned a low rating, while sites containing multiple vegetation types are assessed using the highest-risk category present.
- **Separation Distance:** The distance between an asset and the nearest edge of hazardous vegetation is measured from the closest point of the structure. Any combustible outbuildings or attachments located within six metres of a dwelling are treated as part of the primary asset for assessment purposes.
- **Slope:** Both the slope beneath the hazardous vegetation and the slope between the vegetation and the asset are considered, as each has a direct influence on potential fire intensity and rate of spread.
- **Bushfire Management Zones (BMZs):** Assessments focus on the required fuel-management zones around assets, namely the Asset Protection Zone (APZ, 20 m) and Hazard Separation Zone (HSZ, 80 m), to maintain effective defensible space and ensure fire crews can safely access and operate during an incident.



## Chapter 6 Risk treatment

The purpose of risk treatment is to reduce the potential impact of bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment to make bushfires less likely or less harmful.

### 6.1. Treatment Strategy

The Treatment Strategy describes the overall approach to managing bushfire risk in the medium to long term in The Shire of Cuballing. The strategy is shaped by factors such as the distribution of risk in the landscape, the community's values and objectives, stakeholders' mitigation programs and constraints on treatment options. The Treatment strategy helps guide the development of integrated annual treatment schedules.

#### Distribution of Risk

Bushfire risk across the Shire of Cuballing is influenced by the pattern of settlement, vegetation extent, agricultural activity and key infrastructure corridors. Higher-risk areas typically occur where assets interface with flammable vegetation or where suppression access is constrained.

- Townsite and rural-residential interface areas around Cuballing and Popanyinning, where dwellings border remnant vegetation, shelterbelts or unmanaged grass fuels, creating increased exposure to ember attack and flame contact.
- Major transport and utility corridors, including the Great Southern Highway, Tier 2 railway line and the north–south Water Corporation pipeline. These linear assets traverse broad areas of fuel, are potential ignition sources, and can become difficult to defend during wind-driven events.
- The Dryandra Woodland and surrounding remnant vegetation blocks, where dense fuels, rugged terrain, granite outcrops and limited access contribute to high-intensity fire behaviour and reduced suppression opportunities.
- Broadacre agricultural land, where cured crops, stubble, fence lines and rapidly curing grasslands enable fast-moving fires during summer and harvest periods, particularly under strong easterly winds.

#### Influencing Factors

Treatment priorities in the Shire of Cuballing are shaped by a combination of landscape features, vegetation characteristics, climatic conditions and local land-use practices.

- Western rocky terrain and undulating country reduce accessibility for firefighting vehicles and machinery, guiding the placement of strategic fire access routes and low-fuel buffers in areas where suppression is most challenging.
- Long, dry seasonal conditions typical of the Wheatbelt require mechanical and chemical mitigation works to be timed outside the hottest and most volatile months to ensure safety and effectiveness.
- Dominant easterly and northerly wind patterns strongly influence likely fire-spread pathways and inform the orientation and extent of separation zones around assets.

- Key economic sectors including grain production, livestock operations and transport networks, depend on reliable infrastructure, and treatments are prioritised to minimise disruption and support resilience in these industries.

### **Treatment Types and Application**

A combination of physical and non-physical measures is used to modify fuel, improve access, and strengthen community preparedness:

- Fuel-management treatments including mechanical slashing, prescribed burning, mulching and selective herbicide application to create and maintain low-fuel corridors and hazard-separation zones.
- Access and infrastructure improvements such as upgrading fire access tracks, bridge-protection works, and installation of turnaround areas for appliances.
- Administrative and behavioural controls, including enforcement of the annual Fire Management Notice, education campaigns and community preparedness programs.
- Planning and development controls ensuring new subdivisions or developments within bushfire-prone areas meet *State Planning Policy 3.7 – Planning in Bushfire-Prone Areas* and associated guidelines.

### **Treatment Prioritisation and Sequencing**

Treatment priorities are determined by risk rating, feasibility, and available resources.

Extreme and Very High risks to human settlement and critical infrastructure assets are treated first, consistent with the State Bushfire Risk Management Planning Guidelines. While approximately 47 assets currently fall within these categories, the Shire recognises that not all treatments can be implemented simultaneously within available resourcing and funding cycles.

To ensure effective delivery, treatments are prioritised annually based on a combination of factors, including:

- The level of assessed risk and potential impact to life and critical services.
- Proximity to townsites, community infrastructure, and vulnerable populations.
- Feasibility and readiness of the proposed works (e.g., land tenure, environmental approvals, seasonal conditions).
- Available funding and resource capacity within each financial year.

This prioritisation framework ensures that the highest-risk and most achievable treatments are addressed first, while remaining risks are scheduled in subsequent years through the rolling Treatment Schedule and reviewed annually in consultation with DFES and other land managers.

While the MAFGP provides primary funding for tenure-blind, risk-based mitigation treatments, the Shire also utilises internal operational funding to maintain firebreaks, manage reserves, and undertake smaller-scale works. In addition, the LGGS supports brigade preparedness and mitigation capacity, and the Shire actively pursues other State or Federal grant opportunities where suitable. This diversified funding approach ensures that mitigation works remain sustainable, flexible, and responsive to emerging risks across the life of the BRM Plan.

Cross-tenure treatments are sequenced collaboratively through the Bush Fire Advisory Committee (BFAC) and Local Emergency Management Committee (LEMC) to ensure continuity across boundaries and alignment with regional mitigation priorities. This coordinated approach allows the Shire, DFES, DBCA, and neighbouring local governments to plan and implement works that address shared risks, particularly where fuel continuity spans multiple land tenures. Through BFAC, proposed treatments are reviewed for timing, access, and resource allocation to ensure adjoining land managers undertake complementary mitigation activities within the same operational window. LEMC provides further oversight by integrating these works within the broader emergency management framework, strengthening community resilience and ensuring consistent mitigation standards across public and private land.

### **Integration of Other Measures**

The strategy also recognises complementary approaches that support long-term resilience:

- Community education and volunteer engagement to strengthen shared responsibility and readiness.
- Training and interoperability between brigades and DFES to improve operational effectiveness.
- Monitoring and review of completed treatments through BRMS to ensure risk reduction is achieved and maintained.

### **Addressing Cascading Risk**

To reduce cascading impacts identified in [APPENDIX A](#), the Shire will:

- Prioritise protection of critical transport infrastructure (bridges, rail and pipeline crossings).
- Maintain vegetation buffers around power and water assets to prevent service disruption.
- Coordinate with Western Power, Water Corporation, Main Roads WA, and DBCA to align mitigation works and share information.
- Incorporate bridge-protection, corridor fuel-reduction, and access upgrades within the annual treatment program.

### **Treatment Schedule**

The Treatment Schedule is a list of bushfire risk treatments recorded in the BRMS. It is developed regarding the outcome of the risk assessment process and Treatment Strategy and in consultation with stakeholders.

A treatment schedule for the The Shire of Cuballing covering the 2026-28 is entered to BRMS. The schedule is a live document that will be reviewed and updated throughout the life of the Plan, including during annual MAFGP application cycles, to reflect changes in asset risk ratings, treatment progress, and funding priorities. Each land manager is responsible for implementing agreed treatments on the land they manage, including:

- securing necessary approvals, permits, or licences.
- meeting all relevant legislative and environmental requirements; and
- covering associated implementation and maintenance costs unless otherwise agreed.

Where practical and by agreement, another agency or local government may coordinate or deliver treatments on behalf of a land manager, for example, through the Mitigation Activity Fund Grants Program (MAFGP) or other joint-works arrangements.



Progress of all treatments will be monitored and reported through the BRMS Annual Review process and the Bush Fire Advisory Committee (BFAC) to ensure accountability and continued reduction of bushfire risk within the Shire of Cuballing.

## **Chapter 7 Monitoring and review**

Effective monitoring and review ensure that the Shire of Cuballing Bushfire Risk Management Plan (2026–2028) remains current, relevant, and reflective of the Shire’s evolving risk environment. The review process also ensures that mitigation activities are achieving intended outcomes and that new or emerging risks are identified and addressed.

### **7.1. Monitoring and review**

The Shire of Cuballing, in consultation with DFES, will monitor implementation of this Plan and maintain all associated data within the Bushfire Risk Management System (BRMS). Reviews will be conducted at least every two years, or sooner if:

- significant bushfire events occur that materially alter risk levels;
- substantial land-use or infrastructure changes occur (e.g. new subdivisions, industrial areas, or major utility upgrades);
- new data, mapping, or legislation becomes available that affects the risk profile; or
- OBRM or DFES request an interim review as part of program oversight.

Progress on mitigation activities will be tracked through the Treatment Schedule in BRMS, with updates reported annually to the Bush Fire Advisory Committee (BFAC) and Council. These reports will summarise:

- treatments completed, in progress, or deferred;
- residual risk remaining after treatment; and
- lessons learned and continuous improvement actions for future planning cycles.

The Plan will be reviewed and re-endorsed by Council and the Office of Bushfire Risk Management (OBRM) at least once within its two-year life, ensuring ongoing alignment with DFES policy, funding programs, and legislative frameworks.

### **7.2. Reporting**

The Shire of Cuballing CEO or their delegate will provide to OBRM the outcomes of the two-year review of the BRM Plan. This is required to maintain OBRM endorsement of the Plan.

The Shire of Cuballing will contribute information about their BRM Program to the annual OBRM Fuel Management Activity Report.



## Appendix A Cascading risk

Trigger event	Sequence of events	Risk criteria	Treatment	Stakeholders	Notes
<b>Bridge or transport corridor damaged by bushfire</b>	Structural damage to bridges, culverts or rail lines restricts movement of emergency services and freight. Communities or farms become isolated; delays in response and recovery.	High consequence; moderate likelihood. Major disruption to transport, economy and evacuation routes; impacts may last weeks to months.	Identify and prioritise bridge protection works (e.g. vegetation clearance, APZs, protective coatings on timber bridges). Maintain mapped access and alternate routes in LEMA.	Shire of Cuballing, Main Roads WA, ARC Infrastructure, DFES, WA Police.	
<b>Power infrastructure impacted by bushfire</b>	Fire damages Western Power assets, causing outages across the district. Water pumps and communication systems fail.	High consequence; moderate likelihood. Short-term community disruption; potential impact to firefighting operations.	Maintain clear zones around poles and substations; coordinate annual network inspection and vegetation pruning. Develop local backup power options for key assets.	Western Power, DFES, Water Corporation, Shire of Cuballing.	Outages reduce water pressure and communication reliability during incidents.
<b>Water pipeline or pumping station affected by fire</b>	Above-ground Water Corporation pipeline or pumping facility damaged, disrupting supply for firefighting and domestic use.	High consequence; low likelihood. Regional water shortage lasting several days or weeks.	Establish low-fuel buffer along pipeline corridors; include in Shire mitigation schedule. Coordinate emergency supply plans with Water Corporation.	Water Corporation, DFES, Shire of Cuballing, neighbouring LGAs.	Critical infrastructure spanning multiple LGAs; shared treatment responsibility.
<b>Telecommunications infrastructure failure</b>	Fire damages towers or cables, interrupting emergency communications and public information.	Moderate consequence; moderate likelihood. Reduced coordination and community awareness during emergencies.	Identify and map tower sites; maintain vegetation buffers; promote use of multiple communication channels (radio, satellite).	Telstra, NBN Co, DFES, Shire of Cuballing.	Often coincides with power outages; redundancy planning required
<b>Agricultural loss due to bushfire</b>	Fire destroys fencing, crops, machinery or livestock, disrupting local economy and supply chains	High consequence; high likelihood. Economic loss and community hardship lasting months to a year.	Promote on-farm mitigation (breaks, buffers); support recovery grants; prioritise agricultural asset protection zones.	Shire of Cuballing, DFES, DPIRD, Farmers, Insurance Sector.	Major flow-on to local businesses and employment.
<b>Environmental degradation</b>	Intense fires damage riparian vegetation and conservation reserves.	High consequence; moderate likelihood. Soil erosion, weed invasion, habitat loss lasting years.	Implement mosaic burning, weed control and post-fire rehabilitation.	DBCA, Shire of Cuballing, Landcare Groups.	Restoration efforts should align with DBCA fire-ecology advice.
<b>Community and health impacts</b>	Prolonged smoke or property loss causes stress, respiratory illness and displacement.	Moderate to high consequence; moderate likelihood. Impacts may persist for months post-incident.	Maintain welfare and recovery plans in LEMA; coordinate post-fire community support programs.	Shire of Cuballing, DFES, WA Health, St John, NGOs.	Important to link with recovery framework and psychosocial support.
<b>Damage to Aboriginal or historic heritage sites</b>	Fire or suppression activities disturb or destroy culturally significant areas.	Moderate consequence; low likelihood. Cultural loss and regulatory breach.	Pre-check mitigation areas in ACHIS; consult Traditional Owners and heritage officers; adjust works accordingly.	DPLH, Gnaala Karla Booja, DFES, Shire of Cuballing.	All mitigation projects to follow Aboriginal Cultural Heritage Act 2021 obligations.

## Appendix B – Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
<b>Asset Risk Register</b>	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
<b>Bushfire Hazard</b>	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
<b>Bushfire Management Plan</b>	A document that sets out short, medium- and long-term bushfire risk management strategies for the life of a development.
<b>Bushfire risk management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Consequence</b>	The outcome or impact of a bushfire event.
<b>Draft Bushfire Risk Management Plan</b>	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the ‘Final BRM Plan’ and can be progressed to local government Council for endorsement.
<b>Emergency Risk Management Plan</b>	A document (developed under <i>State Emergency Management Policy 2.9</i> ) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location. <sup>1</sup>
<b>Geographic Information System (GIS) Map</b>	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.

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<sup>1</sup> Landgate 2015, *Glossary of terms*, Landgate, Perth

<b>Landowner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Planning Area</b>	A geographic area determined by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Recovery Cost</b>	The capacity of an asset to recover from the impacts of a bushfire.
<b>Responsible Person</b>	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
<b>Risk acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk analysis</b>	The application of consequence and likelihood to an event in order to determine the level of risk.
<b>Risk assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
<b>Risk identification</b>	The process of recognising, identifying and describing risks.
<b>Risk Manager</b>	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
<b>Risk Register</b>	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.
<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farmland and native vegetation or cultivated crops.
<b>Rural Urban Interface (RUI)</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are considered as a whole, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a planned burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.

<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset’s risk rating.
<b>Treatment Schedule</b>	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.
<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.

# Appendix C – Common Abbreviations

<b>ACHIS</b>	Aboriginal Cultural Heritage Inquiry System
<b>AFAC</b>	Australasian Fire and Emergency Service Authorities Council
<b>AFDRS</b>	Australian Fire Danger Rating System
<b>APZ</b>	Asset Protection Zone
<b>ARC</b>	Australian Rail Track Corporation
<b>BFAC</b>	Bush Fire Advisory Committee
<b>BFMP</b>	Bushfire Management Plan
<b>BMZ</b>	Bushfire Management Zone
<b>BRM</b>	Bushfire Risk Management
<b>BRMP</b>	Bushfire Risk Management Plan
<b>BRMS</b>	Bushfire Risk Management System
<b>CBFCO</b>	Chief Bush Fire Control Officer
<b>CEO</b>	Chief Executive Officer
<b>CESM</b>	Community Emergency Services Manager
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPLH</b>	Department of Planning, Lands and Heritage
<b>DPIRD</b>	Department of Primary Industries and Regional Development
<b>DWER</b>	Department of Water and Environmental Regulation
<b>FCO</b>	Fire Control Officer
<b>FBI</b>	Fire Behaviour Index
<b>FDR</b>	Fire Danger Rating
<b>FPC</b>	Forest Products Commission
<b>GIS</b>	Geographic Information System
<b>HSZ</b>	Hazard Separation Zone
<b>HVMB</b>	Harvest and Vehicle Movement Ban

<b>ISO</b>	International Organization for Standardization
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LG</b>	Local Government
<b>LGGS</b>	Local Government Grants Scheme
<b>MAF</b>	Mitigation Activity Fund
<b>MAFGP</b>	Mitigation Activity Fund Grants Program
<b>NGO</b>	Non-Government Organisation
<b>NBN</b>	National Broadband Network
<b>OBRM</b>	Office of Bushfire Risk Management
<b>RUI</b>	Rural–Urban Interface
<b>SES</b>	State Emergency Service
<b>SWALSC</b>	South West Aboriginal Land and Sea Council
<b>TEC</b>	Threatened Ecological Community
<b>TFB</b>	Total Fire Ban
<b>UCL</b>	Unallocated Crown Land
<b>UMR</b>	Unmanaged Reserve
<b>WA</b>	Western Australia

**9.3      MANAGER OF WORKS AND SERVICES:**

Nil

**10.      COMMITTEE REPORTS**

Nil

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

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

**13.        CONFIDENTIAL MATTERS**

**13.1        2026 Australia Day Citizenship Awards**

**OFFICER'S RECOMMENDATION:**

**That Council endorses \_\_\_\_\_ as recipient of the 2026 Citizen of the Year award.**



**14.        NEXT MEETING**

Ordinary Council Meeting, 3.00pm. Wednesday 18<sup>th</sup> February 2026 at the Shire of Cuballing  
CWA Hall, Campbell Street, Cuballing.

**15.        CLOSURE OF MEETING**