



*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

Thursday 17th June 2026
3.00 pm
Cuballing CWA Hall

COUNCIL MEETING PROCEDURES

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

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

Shire of Cuballing Strategic Community Plan 2023-2033

Our Heart, Our Home

VISION

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

GOALS

Social

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

Economic

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

Natural Environment

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

Built Environment

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

Governance

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

STRATEGIC PRIORITIES

Social

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

Economic

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

Natural Environment

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

Built Environment

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

Governance

- ☑ Enhancing community information and engagement.

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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

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
Mrs Bronwyn Dew	Acting Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services

Visitors

3.1.2 Apologies

Nil

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

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. 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 Wednesday 20th May 2026

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 20th May 2026 be confirmed as a true record of proceedings.

Moved _____ Seconded _____

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

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 – May 2026

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	8 th June 2026
Author:	Careese Ranieri
Attachments:	9.1.1A List of Municipal Accounts 9.1.1B List of Credit Card Transactions 9.1.1C Petty Cash and Coles Card

Summary

Council is to review payments made under delegation in May 2026.

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of May 2026 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 May 2026 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 \$570433.29 included at Attachment 9.1.1A.**
2. **a summary of transactions completed on Credit Cards by Council Staff for the period ending 31st May 2026 included at Attachment 9.1.2B.**
3. **a summary of transactions completed on Petty Cash for the period ending 31st May 2026.**

9.1.1A List of Payments – May 2026

Chq/EFT	Date	Name	Description	Amount
EFT10509	01/05/2026	Dawson Robert Bradford	Council Meeting Sitting Fees	-495.00
EFT10507	01/05/2026	Best Office Systems	Monthly Photocopying Charges 25/26 - April	-763.99
EFT10506	01/05/2026	BMR Mechanical, B & A Rowe Pty Ltd Atf the Rowe Family Trust	Repair Cat Loader Fuel Issue - CN-92	-476.52
EFT10505	01/05/2026	Bill & Bens Hot Bread Shop	Walga Country Zone Meeting 17/04/2026 - Cake, Party Pies and Pizza	-271.00
EFT10527	01/05/2026	Wheatbelt Strength & Conditioning	Exercise Classes - April 2026	-396.00
EFT10526	01/05/2026	Warda Kadak	3 X Traffic Controllers X 2 Utes for Springhill Road	-12801.25
EFT10525	01/05/2026	Team Global Express Pty Ltd	2025/2026 Freight Charges – April 2026	-59.63
EFT10524	01/05/2026	Sam Curulli	Reimbursement	-588.67
EFT10523	01/05/2026	Steven Sexton	Council Member Meeting Sitting Fees	-1730.00
EFT10522	01/05/2026	Sarah Hawksley	Council Meeting Sitting Fees	-638.33
EFT10521	01/05/2026	Robert John Harris	c	-3075.63
EFT10508	01/05/2026	Councilfirst Pty Ltd	Cloud Records for February 2025/2026	-550.00
EFT10520	01/05/2026	R Munns Engineering Consulting Services	Assist With Project Management Cuballing East WSF009	-5147.10
EFT10519	01/05/2026	Peter Scott Ballantyne	Council Member Meeting Fees	-880.00
EFT10518	01/05/2026	Peter John Denton	Art Classes 2025/2026 - April	-305.92
EFT10517	01/05/2026	Narrogin Hire Service and Reticulation	Coffee Cups for Anzac Service	-15.00
EFT10516	01/05/2026	Narrogin Earthmoving and Concrete	Excavator Hire for Spring Hill Road	-7232.50
EFT10515	01/05/2026	Mcpest Pest Control	White Ant Inspections and Reports on All Shire Bridges	-2838.00
EFT10514	01/05/2026	Jax Building	Install Splashback Tiles at Cuballing Ag Hall Kitchen	-1403.60
EFT10513	01/05/2026	Hersey Safety Pty Ltd	List of Safety Products and Stocks for Depot	-1385.73
EFT10512	01/05/2026	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 25/26	-11001.03
EFT10511	01/05/2026	Farmworks Narrogin	1 X 5kg Tub of Racumin Mice and Rat Bait	-341.00
EFT10510	01/05/2026	Eliza Alice Dowling	Council Member Meeting Fees	-3626.25
EFT10504	01/05/2026	Adrian James Kowald	Council Member Meeting Fees	-6039.45
EFT10528	04/05/2026	Aylmore Fabrication & Welding	Repair Hydraulic Leg /Welding and Straighten	-305.04
EFT10529	04/05/2026	Narrogin One Stop Wash	Car Detailing DCEO Car CN 039	-220.00
DD5299.1	05/05/2026	National Australia Bank	Credit Card April 26	-4360.72
862	05/05/2026	Police Licensing Payments	Police Licensing Payments	-32.00
862	06/05/2026	Police Licensing Payments	Police Licensing Payments	-823.45
DD5294.10	06/05/2026	Rest	Superannuation Contributions	-235.98
DD5294.9	06/05/2026	Colonial First State	Superannuation Contributions	-379.64
DD5294.1	06/05/2026	Australian Super	Payroll Deductions	-2872.08

DD5294.2	06/05/2026	Brisbane Smart Monday	Superannuation Contributions	-15.91
DD5294.3	06/05/2026	Aware Super Pty Ltd	Superannuation Contributions	-4922.06
DD5294.4	06/05/2026	Matrix Superannuation	Superannuation Contributions	-291.08
DD5294.5	06/05/2026	Mercer Superannuation	Superannuation Contributions	-599.81
DD5294.8	06/05/2026	Hostplus Super	Superannuation Contributions	-108.13
DD5294.7	06/05/2026	MLC Super Fund	Superannuation Contributions	-1452.35
DD5294.6	06/05/2026	Care Super	Superannuation Contributions	-310.28
862	07/05/2026	Ato Clearing Account Bas	Ato Clearing Account Bas - Interest	-76.00
862	07/05/2026	Fringe Benefits Tax	Fringe Benefits Tax	-9014.00
862	07/05/2026	Ato Clearing Account Bas	Ato Clearing Account Bas	-27576.00
862	07/05/2026	Ato Clearing Account Bas	Ato Clearing Account Bas	-46223.00
862	07/05/2026	Police Licensing Payments	Police Licensing Payments	-78.30
EFT10547	07/05/2026	Zircodata Pty Ltd	Monthly Archive Storage Fees 25/26	-32.60
20421	07/05/2026	Shire Of Cuballing	Petty Cash – April	-133.40
EFT10530	07/05/2026	Aptella Pty Ltd	1 X Battery Charger to Suit Grade Laser	-157.11
EFT10531	07/05/2026	Aylmore Fabrication & Welding	Repair Hydraulic Leg /Welding and Straighten	-305.04
EFT10532	07/05/2026	BMR Mechanical, B & A Rowe Pty Ltd Atf The Rowe Family Trust	Repair Loader Fuel Issue - Cat Loader CN92	-476.52
EFT10533	07/05/2026	Builders Registration Board Building Commission	BSL Remittance - April 2026	-104.60
EFT10534	07/05/2026	C&D Cutri	Remove And Install Headwalls On 1200x600 Box Culvert	-1760.00
EFT10535	07/05/2026	Dews Mini Excavations	Excavator Hire for Culvert Widening Springhill	-1776.50
EFT10536	07/05/2026	Hancocks Home Hardware	Monthly Account	-17.70
EFT10537	07/05/2026	Let's Talk Flowers	Anzac Day 2026 - 2 X Large Anzac Wreath 1 X Medium Anzac Wreath	-484.00
EFT10538	07/05/2026	Local Government Professionals Australia WA	Introduction to Governance in Local Government - Governance Training for Safety Officer	-525.00
EFT10539	07/05/2026	Mcleods Lawyers	Legal Fees & Representation at Court	-1501.50
EFT10540	07/05/2026	Moore Australia (WA) Pty Ltd	Purchase Of 2026/27 Budget Template	-1265.00
EFT10541	07/05/2026	Narrogin Auto Electrics	Install Led Work Beacon Install DC/DC Charger With 2 X Anderson Plugs	-881.49
EFT10542	07/05/2026	Narrogin Gasworx	1 X 45kg Bottle Gas	-232.55
EFT10543	07/05/2026	Octave Holdings T/A Narrogin Toyota Mazda	25,000km Service on Toyota Prado - 0cn	-390.00
EFT10544	07/05/2026	Sheridan's	1 X Name Badge for Shire President	-41.20
EFT10545	07/05/2026	Sportspower Narrogin	Shire Of Cuballing Polo Shirts for Site Staff	-247.50
EFT10546	07/05/2026	Warda Kadak	3 X Traffic Controllers X 2 Utes for Springhill Road	-29868.85
862	11/05/2026	Police Licensing Payments	Police Licensing Payments	-16.80
862	12/05/2026	Police Licensing Payments	Police Licensing Payments	-959.00
862	13/05/2026	Police Licensing Payments	Police Licensing Payments	-1652.75

EFT10548	13/05/2026	Wallis Computer Solutions	Supply Of New Dynabook Tecra A60-M Laptops for Shire Staff	-11188.39
862	13/05/2026	Interest On Loan No. 64 Land	Interest On Loan No. 64 Land	-650.64
862	13/05/2026	Loan Repayment No. 64 Land	Loan Repayment No. 64 Land	-8291.88
EFT10553	14/05/2026	Matthew Dent	Council Sitting Fee	-965.00
EFT10554	14/05/2026	Mcdougall Weldments	Monthly Account – April 26	-184.15
EFT10555	14/05/2026	Melchiorre Plumbing and Gas	Quarterly Fuji Clean	-549.00
EFT10556	14/05/2026	Narrogin Packaging and Motorcycles & Accessories	6 X Boxes Toilet Rolls 4 X Boxes Hand Towels 4 X 5lt Revive Disinfectant 2 X Boxes Of 10 Urinal Pads	-893.60
EFT10557	14/05/2026	Octave Holdings T/A Narrogin Toyota Mazda	Carried Out 72 Month Service on CN1557	-877.83
EFT10558	14/05/2026	T/A Octave Holdings (Narrogin Toyota) Narrogin Stihl	X 2 Whipper Snipper Heads	-112.00
EFT10559	14/05/2026	The Iris Consulting Group Trust	Local Government Records Disposal Training Course – Admin and Payroll Officer	-1033.50
EFT10552	14/05/2026	Cuby Tavern	X 1 Carton of Carlton Dry	-66.00
EFT10551	14/05/2026	Christopher Murray Turle	Reimbursement	-110.00
EFT10550	14/05/2026	C&D Cutri	Remove And Install Headwalls On 1200x600 Box Culvert	-30536.00
EFT10549	14/05/2026	Bks Electrical	Install CCTV at Popanyinning School	-4254.80
DD5317.1	14/05/2026	Telstra	Mobiles, Landlines and Sign Board	-954.02
20422	14/05/2026	Shire Of Cuballing	Standpipe Charges – April 26	-2617.55
20423	14/05/2026	Water Corporation	Water Charges - Commercial Standpipe Francis Street, Narrogin Res L63	-4196.10
862	15/05/2026	Police Licensing Payments	Police Licensing Payments	-6014.65
862	18/05/2026	Police Licensing Payments	Police Licensing Payments	-31.99
862	18/05/2026	Police Licensing Payments	Police Licensing Payments	-934.60
862	19/05/2026	Police Licensing Payments	Police Licensing Payments	-33.60
EFT10560	20/05/2026	Wide Span Sheds Pty Ltd	Community Shed Purchase	-7438.00
DD5322.9	20/05/2026	Rest	Superannuation Contributions	-235.98
DD5322.8	20/05/2026	Colonial First State	Superannuation Contributions	-379.64
DD5322.7	20/05/2026	Hostplus Super	Superannuation Contributions	-109.36
DD5322.6	20/05/2026	Mlc Super Fund	Superannuation Contributions	-1452.35
DD5322.5	20/05/2026	Care Super	Superannuation Contributions	-309.70
DD5322.4	20/05/2026	Mercer Superannuation	Superannuation Contributions	-599.81
DD5322.3	20/05/2026	Matrix Superannuation	Superannuation Contributions	-291.08
DD5322.2	20/05/2026	Aware Super Pty Ltd	Superannuation Contributions	-4741.10
DD5322.1	20/05/2026	Australian Super	Payroll Deductions	-2831.36
862	20/05/2026	Police Licensing Payments	Police Licensing Payments	-414.70
EFT10564	21/05/2026	Narrogin Earthmoving and Concrete	Excavator hire for Springhill Road	-4460.32
EFT10561	21/05/2026	Bronwyn Dew	Reimbursement	-83.28
EFT10562	21/05/2026	Edge Planning & Property	April 25/26	-1117.46

EFT10565	21/05/2026	Narrogin Tyrepower	1 X New Tyre Maxxis 205/85r16 For Toyota Bus - CN2292	-685.00
EFT10563	21/05/2026	It Vision Software Pty Ltd (Trading as Readytech)	Synergy Soft End of Financial Year Payroll Processing training – Project Officer	-841.50
EFT10571	21/05/2026	Western Stabilisers	Supply of Materials for Stabilisation and Wet Mixing on the Springhill Road	-103774.51
EFT10570	21/05/2026	Sheep Dip WA Pty Ltd	Remove And Replace Section of Fence for Earthworks on Springhill Road.	-1100.00
20424	21/05/2026	Synergy	Electricity Charges - 43 X Street Lights	-663.21
20425	21/05/2026	Water Corporation	Water Charges - Popanyinning Tennis Area	-39.16
EFT10566	21/05/2026	Power Networx	Telstra Internet Fibre Network 25/26 - Month of April	-416.90
EFT10569	21/05/2026	Shire Of Narrogin	Ranger Services April 2026	-558.00
EFT10568	21/05/2026	R Munns Engineering Consulting Services	Engineer Consulting Works for the HVRA Planning Design and Application.	-17558.79
EFT10567	21/05/2026	Parrys Narrogin	3 X Long Sleeve Shirts One Orange on Navy Day/Night – Depot Worker	-147.90
862	25/05/2026	Police Licensing Payments	Police Licensing Payments	-900.30
862	27/05/2026	Police Licensing Payments	Police Licensing Payments	-168.00
EFT10582	28/05/2026	Warda Kadak	3 X Traffic Controllers X 2 Utes for Springhill Road	-16362.23
20426	28/05/2026	Synergy	Electricity Charges - Lot 20 Howard Street, Popanyinning	-176.18
862	28/05/2026	Police Licensing Payments	Police Licensing Payments	-248.55
EFT10585	28/05/2026	Winc Australia Pty Limited	Stationary Supplies for the Office	-299.75
EFT10584	28/05/2026	Wheatbelt Strength & Conditioning	Exercise Classes Each Fortnight – May 26	-759.00
EFT10583	28/05/2026	Westrac	Service Cat 930g Loader 9,500hrs	-4755.12
EFT10572	28/05/2026	Bitutek	Supply And Lay Bitumen Surfacing on Springhill Road Primer Seal	-48088.13
EFT10581	28/05/2026	Tutt Bryant Equipment	1 X Steering Wheel Swivel Knob	-46.27
EFT10580	28/05/2026	Shire Of Narrogin	Disposal Of Household Waste from Kerbside Collection and Waste Transfer Stations – July 2025 to April 2026	-50158.58
EFT10579	28/05/2026	Octave Holdings T/A Narrogin Toyota Mazda	10,000km Service CN0 Toyota Sr5 - Hilux Bullbar Wiring Harness Bracket	-395.00
EFT10578	28/05/2026	Narrogin Tyrepower	Repair Puncture in Loader Tyre	-337.50
EFT10577	28/05/2026	Melchiorre Plumbing and Gas	Install New Rheem Urn in Shire Office	-2400.62
EFT10576	28/05/2026	Michael Graham Burges	Refund	-232.00
EFT10575	28/05/2026	Kathleen Mary Gibson	Refund	-2953.36
EFT10574	28/05/2026	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	-11922.76
EFT10573	28/05/2026	Darrel John Marwick	Refund	-313.79
862	29/05/2026	Police Licensing Payments	Police Licensing Payments	-309.20
Total				-570433.29

9.1.1B List of May 2026 Credit Card Transactions

Date	Name	Description	Amount
28/05/2026	Bunnings	Easyroll wheels for Craft Group Cabinet	\$ 22.40
27/05/2026	Reddy Express	Fuel for CEO Vehicle	\$ 192.93
26/05/2026	Ikea	Cabinet for Craft Group - Cuballing Rec Centre	\$ 543.00
26/05/2026	Kmart	Draws for Craft Group Cabinet and Mini Vacuum for Cuballing Rec Centre	\$ 80.00
26/05/2026	BP Picton	Fuel for CEO Vehicle	\$ 20.48
18/05/2026	Narrogin Newsagency	10 x Boxes Paper for Shire Office	\$ 399.48
18/05/2026	Starlink	Internet for the Popanyinning School	\$ 139.00
18/05/2026	More Telecom	Internet for CEO Residence - Monthly	\$ 94.00
15/05/2026	EFTSURE	Creditor Monthly Subscription Fee	\$ 676.50
4/05/2026	The Reject Shop	Air freshener and humidifier for Cuballing Rec Centre	\$ 12.00
29/04/2026	The West Australian	Quarterly Subscription April to July 2026	\$ 96.00
25/05/2026	Coles Narrogin	Refreshments for Traffic Training Course	\$ 173.70
22/05/2026	Cuby Tavern	Dinner for Councillors - May Council Meeting	\$ 369.73
21/05/2026	Good Sportsman Marketing	Monthly Charge	\$ 28.26
21/05/2026	NAB	International Transaction Fee	\$ 0.85
12/05/2026	The Reject Shop	Roller Box - Cuballing and Popanyinning Transfer Stations	\$ 12.00
5/05/2026	Pivotel	Tracks Spotting for Works Crew	\$ 93.00
Total			\$ 2,953.33

9.1.1C List of May 2026 Petty Cash Transactions

	Refreshments	Depot Training	Shire Office	Admin Other	Popo School	Total
Item Description	1041050	J183	J4114	1042390	J198	
Groceries			80.60		120.65	201.25
Misc(Cleaning supplies)						
Stationary/Postage						
Materials		20.95	16.45			37.40
Total						\$238.65

9.1.2 Write-Off of Rates

Date:	2 nd June 2026
Reporting Officer:	Careese Ranieri – Rates Officer
Senior Officer:	Chris Paget - CEO
Enabling Legislation:	Local Government Act 1995 (s6.12 & 6.44)
Attachment:	Nil
File Reference:	Assessments A273, A332, A368, A189 and A915

Background

Council is requested to consider the write-off of an outstanding rate balance.

Comment

Assessment A273 – Popanyinning West Road - \$1071.80

Assessment A273 was previously in debt collection due to no payment on the rates for the current financial year, 2025/2026. Despite numerous requests, no money was paid on the account until December 2025, nearly two months over the due date for the rates. The rates office was away on leave when the rates were paid in full on the 3rd December 2025, so Cloud Payment Group (Debt Collection Agency) was not made aware of the payment. Due to not being advised, other charges such as a court filing fee and agent fee were debited against the account. When the rates officer returned from leave, additional charges had been raised on the property through Cloud Payment Group. The debit was also accidentally charged twice to the Rates Assessment; this was a clerical error. The total amount of the write off is \$1071.80, which is made up of two payments equating to \$516.45 along with \$38.90 of interest charges.

Assessment A332 – East Street - \$562.65

Legal charges were accidentally charged twice on rates account A332, due to a Clerical error.

Assessment A368 – Austral Street - \$549.45

Legal charges were accidentally charged twice on rates account A368, due to a Clerical error.

Assessment A189 – High Street - \$553.58

Legal charges were accidentally charged twice on rates account A189, due to a Clerical error.

Assessment A915 – High Street - \$553.58

Legal charges were accidentally charged twice on rates account A915, due to a Clerical error.

Statutory/Legal Implications

Local Government Act 1995 sections 6.12 and 6.44:

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
- which is owed to the local government.

* *Absolute majority required.*

Policy Implications

Not applicable

Financial Implications

Write off of \$3291.06 rates debt in the 2025-26 Annual Budget.

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 write-off the outstanding rates and charges as follows:-

Assessment 237 – Popanyinning West Road	\$1071.80
Assessment 332 – East Street	\$562.65
Assessment 368 – Austral Street	\$549.45
Assessment 189 – High Street	\$553.58
Assessment 915 – High Street	\$553.58
Total	\$3291.06

9.1.3 Statement of Financial Activity – May 2026

Applicant: N/A
File Ref. No: ADM214
Disclosure of Interest: Nil
Date: 10th June 2026
Author: Bronwyn Dew – Acting Deputy Chief Executive Officer
Attachments: 9.1.2A Statement of Financial Activity May 2026

Summary

For Council to receive the Statement of Financial Activity for May 2026.

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 30th June 2026 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 for the Shire of Cuballing for period ending 31st May 2026 be received.

SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2026

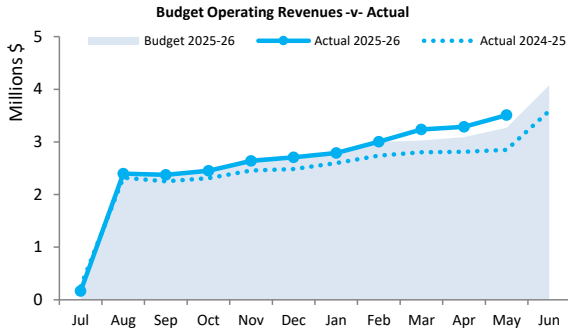
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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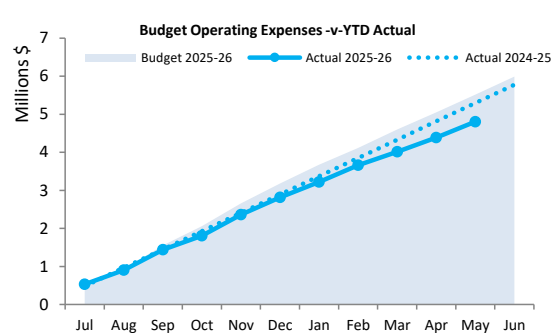
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OPERATING ACTIVITIES

OPERATING REVENUE

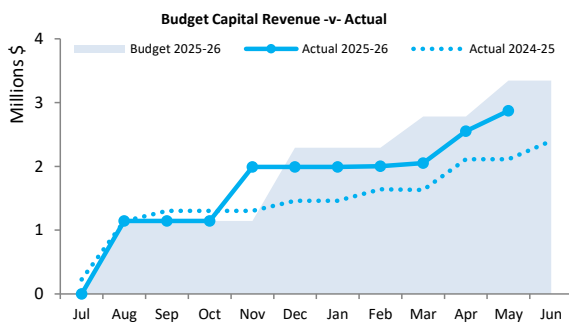


OPERATING EXPENSES

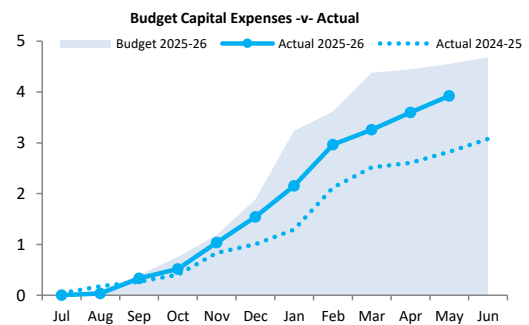


INVESTING ACTIVITIES

CAPITAL REVENUE

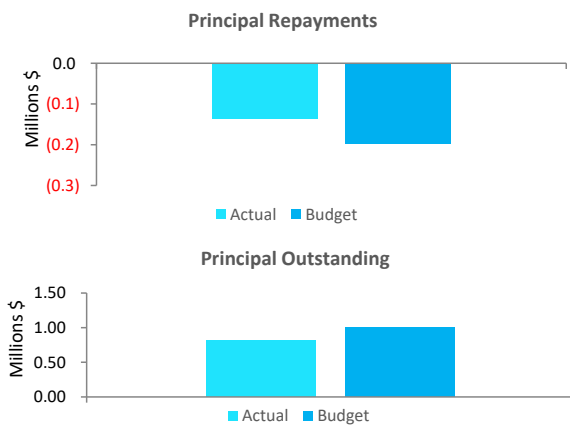


CAPITAL EXPENSES

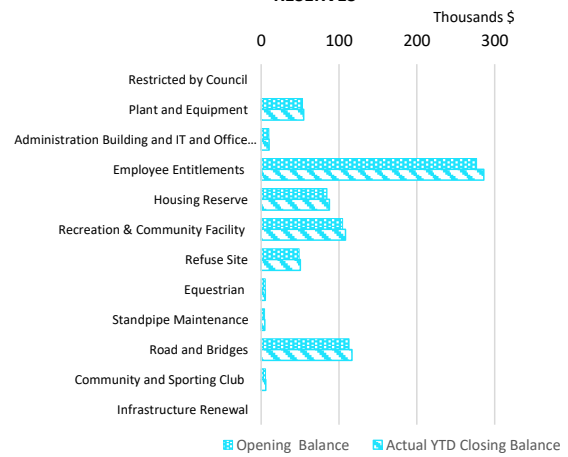


FINANCING ACTIVITIES

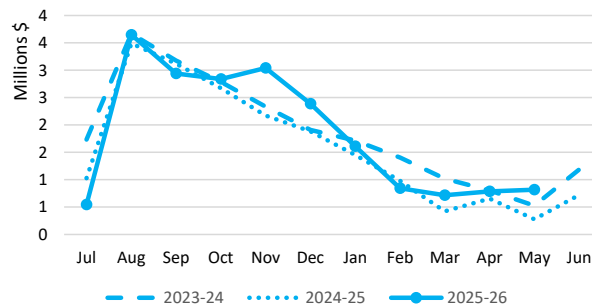
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

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	(\$0.69 M)	\$0.82 M	\$1.51 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$1.44 M	% of total
Unrestricted Cash	\$0.59 M	41.2%
Restricted Cash	\$0.85 M	58.8%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.12 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		0.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.13 M	% Collected
Rates Receivable	\$0.03 M	96.7%
Trade Receivable	\$0.13 M	% Outstanding
Over 30 Days		14.5%
Over 90 Days		\$. M

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.85 M	\$0.32 M	\$1.31 M	\$0.98 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.88 M	
	YTD Budget	2.2%
	\$1.84 M	

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$1.05 M	
	YTD Budget	17.4%
	\$0.89 M	

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.46 M	
	YTD Budget	21.7%
	\$0.38 M	

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.24 M)		(\$0.95 M)	(\$0.95 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.10 M	
	Amended Budget	2.1%
	\$0.10 M	

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$3.92 M	
	Amended Budget	(16.3%)
	\$4.69 M	

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$2.87 M	
	Amended Budget	(14.1%)
	\$3.34 M	

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.14 M)	(\$0.43 M)	(\$0.16 M)	\$0.27 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.14 M
Interest expense	(\$0.02 M)
Principal due	\$0.82 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.73 M
Interest earned	\$0.02 M

Refer to Note 9 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2026**

NATURE OR TYPE DESCRIPTIONS

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.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

BY NATURE OR TYPE

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	528,029	528,029	624,622	96,593	18.29%	▲
Revenue from operating activities							
Rates		1,839,478	1,838,978	1,880,420	41,442	2.25%	
Rates (excluding general rate)		701	701	0	(701)	(100.00%)	
Operating grants, subsidies and contributions	11	1,671,139	891,290	1,046,726	155,436	17.44%	▲
Fees and charges		396,374	381,475	464,352	82,877	21.73%	▲
Interest earnings		90,700	83,127	47,767	(35,360)	(42.54%)	▼
Other revenue		69,770	63,921	62,692	(1,229)	(1.92%)	
Profit on disposal of assets	6	8,000	8,000	6,214	(1,786)	(22.33%)	
		4,076,162	3,267,492	3,508,171	240,679	7.37%	
Expenditure from operating activities							
Employee costs		(1,304,853)	(1,195,634)	(955,412)	240,222	20.09%	▲
Materials and contracts		(1,350,489)	(1,250,668)	(737,069)	513,599	41.07%	▲
Utility charges		(174,753)	(169,545)	(138,059)	31,486	18.57%	▲
Depreciation on non-current assets		(2,808,152)	(2,574,000)	(2,617,764)	(43,764)	(1.70%)	
Interest expenses		(45,978)	(32,449)	(22,801)	9,648	29.73%	▲
Insurance expenses		(238,568)	(238,568)	(255,214)	(16,646)	(6.98%)	
Other expenditure		(59,466)	(49,313)	(74,819)	(25,506)	(51.72%)	▼
Loss on disposal of assets	6	(9,000)	(9,000)	(4,600)	4,400	48.89%	
		(5,991,259)	(5,519,177)	(4,805,738)	713,439	(12.93%)	
Non-cash amounts excluded from operating activities	1(a)	2,767,400	2,575,000	2,605,680	30,680	1.19%	
Amount attributable to operating activities		852,303	323,315	1,308,113	984,798	304.59%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	3,344,919	3,344,919	2,871,772	(473,147)	(14.15%)	▼
Proceeds from disposal of assets	6	96,000	96,000	98,014	2,014	2.10%	
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)	(4,551,371)	(3,923,073)	628,298	13.80%	▲
Amount attributable to investing activities		(1,244,452)	(1,110,452)	(953,287)	157,165	(14.15%)	
Financing Activities							
Proceeds from new debentures	8	250,000	(250,000)	0	250,000	(100.00%)	
Transfer from reserves	9	50,000	0	0	0	0.00%	
Repayment of debentures	8	(198,381)	(158,540)	(136,733)	21,807	13.75%	▲
Transfer to reserves	9	(237,499)	(20,592)	(23,804)	(3,212)	(15.60%)	
Amount attributable to financing activities		(135,880)	(429,132)	(160,537)	268,595	(62.59%)	
Closing funding surplus / (deficit)	1(c)	0	(688,240)	818,911	1,507,151	218.99%	

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 POLICES

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 11 June 2026

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(8,000)	(8,000)	(6,214)
Less: Movement in liabilities associated with restricted cash		(41,752)	0	9,481
Movement in pensioner deferred rates (non-current)		0	0	(19,951)
Add: Loss on asset disposals	6	9,000	9,000	4,600
Add: Depreciation on assets		2,808,152	2,574,000	2,617,764
Total non-cash items excluded from operating activities		2,767,400	2,575,000	2,605,680

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

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

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 May 2026
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(893,562)	(706,061)	(729,865)
Add: Borrowings	8	229,369	176,573	39,841
Add: Provisions employee related provisions	10	234,901	276,652	286,133
Total adjustments to net current assets		(429,292)	(252,836)	(403,891)

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

Current assets

Cash and cash equivalents	2	1,105,754	1,403,040	1,443,804
Rates receivables	3	149,928	95,507	32,770
Receivables	3	0	23,239	128,392
Other current assets	4	45,284	118,736	91,131

Less: Current liabilities

Payables	5	(331,374)	(263,255)	(117,588)
Borrowings	8	(229,369)	(176,573)	(39,841)
Contract liabilities	10	(116,006)	(126,627)	(119,253)
Provisions	10	(194,925)	(196,609)	(196,609)
Less: Total adjustments to net current assets	1(b)	(429,292)	(252,836)	(403,891)

Closing funding surplus / (deficit)

0 624,622 818,911

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		551,970	119,253	671,223	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		42,016	0	42,016	0	NAB	TBA	N/A
Investment Account - Restricted Funds		0	0	0	0	NAB	TBA	N/A
Investment Account - Unrestricted Funds		0	729,865	729,865	0	NAB	TBA	N/A
Petty Cash		700	0	700	0	N/A	N/A	N/A
Total		594,686	849,118	1,443,804	0			
Comprising								
Cash and cash equivalents		594,686	849,118	1,443,804	0			
		594,686	849,118	1,443,804	0			

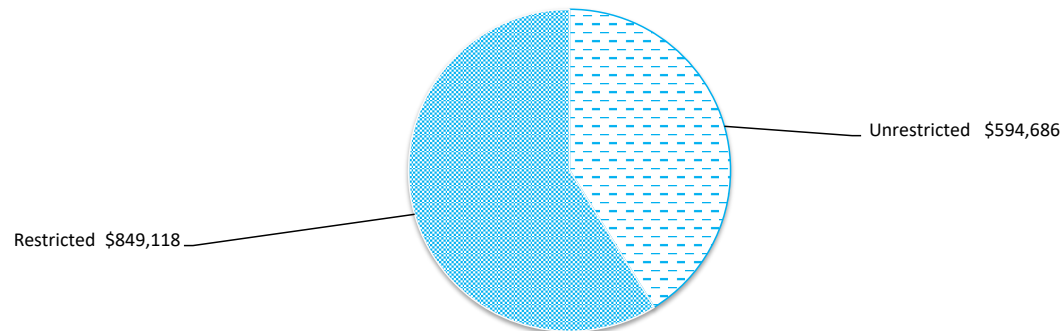
KEY INFORMATION

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

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	11,419	0	0	11,419
Other Assets				
Prepayments	5,469	0	(5,469)	0
Accrued income	22,136	0	(22,136)	0
Contract assets				
Contract assets	79,712	0	0	79,712
Total other current assets	118,736	0	(27,605)	91,131

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

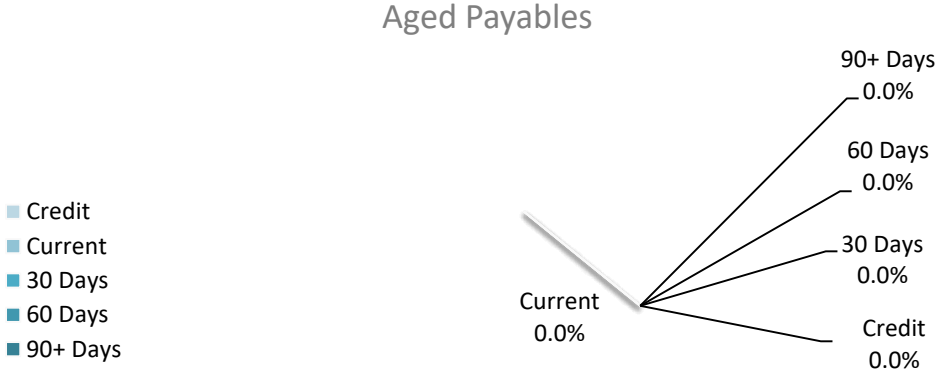
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						0
ATO liabilities						60,644
Bonds & Deposits						8,572
Prepaid Rates						51,455
Total payables general outstanding						117,588

Amounts shown above include GST (where applicable)

KEY INFORMATION

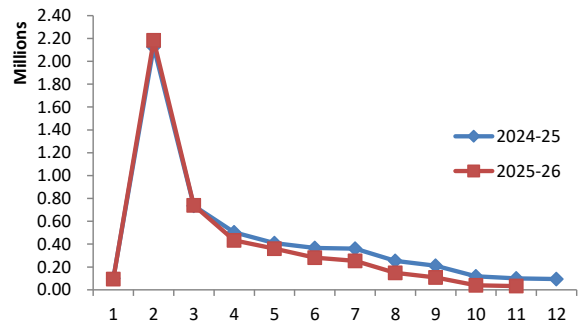
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous years	173,082	99,902
Levied this year	1,831,638	1,880,420
Less - collections to date	(1,871,373)	(1,914,107)
Gross rates collectable	133,347	66,215
Net rates collectable	99,902	32,770
% Collected	93.3%	96.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(751)	65,349	496	6,178	4,298	75,570
Percentage	-0.99%	86.48%	0.66%	8.18%	5.69%	100.00%
Balance per trial balance						
Sundry receivable						75,570
GST receivable						52,822
Total receivables general outstanding						128,392

Amounts shown above include GST (where applicable)

KEY INFORMATION

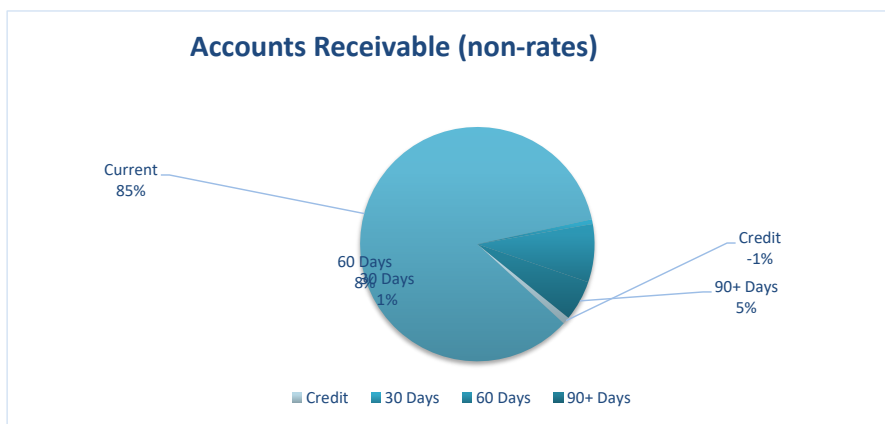
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

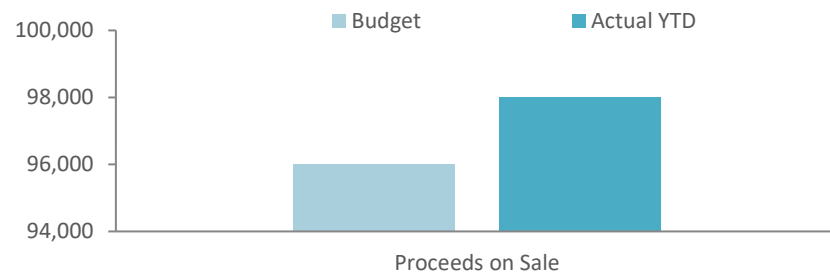
Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
10107	CEO Vehicle Changeover	43,000	51,000	8,000	0	44,269	50,483	6,214	0
	Transport								
10114	Works Manager Vehicle Changeover	54,000	45,000	0	(9,000)	52,131	47,531	0	(4,600)
		97,000	96,000	8,000	(9,000)	96,400	98,014	6,214	(4,600)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	250,000	250,000	0	(250,000)
Buildings	70,600	70,600	31,745	(38,855)
Furniture and equipment	25,600	25,600	19,571	(6,029)
Plant and equipment	465,000	465,000	461,925	(3,075)
Infrastructure - roads	3,624,171	3,515,171	3,299,976	(215,195)
Infrastructure - bridges	40,000	30,000	46,330	16,330
Infrastructure - parks, ovals & playgrounds	116,500	116,500	41,872	(74,628)
Payments for Capital Acquisitions	4,685,371	4,551,371	3,923,073	(628,298)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,344,919	3,344,919	2,871,772	(473,147)
Borrowings	250,000	(250,000)	0	250,000
Other (disposals & C/Fwd)	96,000	96,000	98,014	2,014
Contribution - operations	1,044,452	1,360,452	953,287	(407,165)
Capital funding total	4,685,371	4,551,371	3,923,073	(628,298)

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.

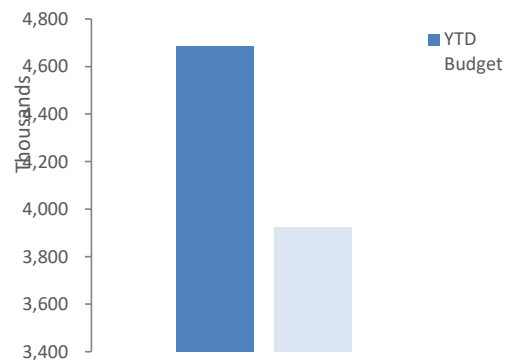
Initial recognition and measurement for assets held at cost

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

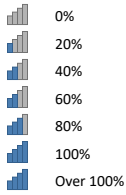
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Amended			Variance	
Account Description		Budget	YTD Budget	YTD Actual	Under/(Over)	
		\$	\$	\$	\$	
Land						
	C214	Land Purchase - Light Industrial Area	250,000	250,000	0	250,000
	Total Buildings		250,000	250,000	0	250,000
Land & Buildings						
	11057	CCTV Camera's	5,100	5,100	160	4,940
	C215	Popanyinning School House (Lrci Funding)	10,000	10,000	0	10,000
	C226	Popanyinning School House - Unisex Toilet & Ramp	10,500	10,500	0	10,500
	C162	Cuballing Town Hall - Capital Works	45,000	45,000	31,585	13,415
	Total Buildings		70,600	70,600	31,745	38,855
Furniture & Equipment						
	04247	Photocopier Capital Purchase	12,000	12,000	10,295	1,705
	C220	Administration Laptops	6,600	6,600	9,276	(2,676)
	C221	Administration Office Furniture	7,000	7,000	0	7,000
	Total Furniture & Equipment		25,600	25,600	19,571	6,029
Plant & Equipment						
	12406	Capital Purchase - Dual Cab Utility	70,000	70,000	75,328	(5,328)
	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	10,000	4,225	5,775
	12425	Capital Expenditure - Plant & Equipment - Variable Message Board	32,000	32,000	30,650	1,350
	12433	EXCAVATOR - 15 TONNE	275,000	275,000	274,876	124
	Total Plant & Equipment		465,000	465,000	461,925	3,075
Roads						
	R001H	Rrg: Stratherne Road - Widen & Reconstruct Slk 12.77 - 13.82	412,872	412,872	389,403	23,469
	R010A	Rrg: Springhill Road - Widen & Reconstruct Slk'S 0.08 - 0.58 & Slk 3.85	352,128	352,128	365,095	(12,967)
	RTR011	Rtr: Williams Road - Gravel Sheeting Slk 16.30 - 17.90	59,573	59,573	0	59,573
	RTR029	Rtr: Congelin-Narrogin Road - Gravel Sheeting Slk'S 4.58 - 6.87 & Slk 5.8	191,067	82,067	32,627	49,440
	RTR095	Roads To Recovery - Alton Street	0	0	1,350	(1,350)
	RTR096	Roads To Recovery - Austral Street	0	0	0	0
	RTR139	Roads To Recovery - Darcy Street	0	0	0	0
	RTR139A	Rtr: Darcy Street - Completion Of 24/25 Street Alignment Slk 0.00 - 0.0	86,875	86,875	69,042	17,833
	WF129D	Wsfm - 2022/23 Narrogin Wandering Road-Development	0	0	13,312	(13,312)
	WSF008	Wsfm - Cuballing East Reconstruction Slk'S 0.10 - 10.48 & 2.42 - 12.80	0	0	123	(123)
	WSF009	Wsfm: Cuballing East Road - Reconstruct 5.31K Section Slk 12.80 - 18.1	2,270,559	2,270,559	2,252,872	17,687
	WSH008R	Wsfm: Cuballing East Road - 24/25 Reconstruction Works Final Seal Sl	251,097	251,097	176,152	74,945
	Total Roads		3,624,171	3,515,171	3,299,976	215,195
Bridges						
	11214	Bridge Improvements - Capital Upgrades	40,000	30,000	46,330	(16,330)
	Total Bridges		40,000	30,000	46,330	(16,330)
Parks, Ovals & Playgrounds						
	C207	Heritage Walk Trail	15,000	15,000	0	15,000
	C216	Popanyinning Recreation Grounds	85,000	85,000	36,993	48,007
	C223	Yornaning Dam Playground Fencing	16,500	16,500	4,879	11,621
	Total Parks, Ovals & Playgrounds		116,500	116,500	41,872	74,628
Other Infrastructure						
	C225	Remote Weather Stations	10,000	10,000	0	10,000
	C201	Cuballing Railway Reserve	20,000	10,000	0	10,000
	C222	Cuballing Town Centre Master Plan	20,000	15,000	0	15,000
	C227	Popanyinning War Memorial	20,000	20,000	0	20,000
	C228	Popanyinning Community Shed	15,000	15,000	13,538	1,462
	C224	Cuballing Dam Retic Pump	8,500	8,500	8,116	384
	Total Other Infrastructure		93,500	78,500	21,654	56,846
	TOTAL CAPITAL EXPENDITURE		4,685,371	4,551,371	3,923,073	628,298

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	56	633,805	0	0	(38,955)	(78,795)	594,850	555,010	15,935	27,945
Transport										
Grader	67	253,617	0	0	(81,283)	(81,283)	172,334	172,334	5,440	9,143
Other property and services										
Austral Land	64	68,171	0	0	(16,495)	(16,495)	51,676	51,676	1,426	1,390
Industrial Land	68	0	0	250,000	0	(21,808)	0	228,192	0	7,500
Total		955,593	0	250,000	(136,733)	(198,381)	818,860	1,007,212	22,801	53,478
Current borrowings		198,381					39,841			
Non-current borrowings		757,212					779,019			
		955,593					818,860			

All debenture repayments were financed by general purpose revenue.

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

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	53,158	2,995	1,428	85,000	0	0	0	141,153	54,586
Administration Building and IT and Office Equipment	9,834	30	337	0	0	0	0	9,864	10,171
Employee Entitlements	276,652	8,248	9,481	0	0	(50,000)	0	234,900	286,133
Housing Reserve	84,651	2,523	2,901	0	0	0	0	87,174	87,552
Recreation & Community Facility	104,683	3,571	3,588	0	0	0	0	108,254	108,271
Refuse Site	48,817	1,455	1,673	0	0	0	0	50,272	50,490
Equestrian	5,277	11	181	0	0	0	0	5,288	5,458
Standpipe Maintenance	4,401	131	151	0	0	0	0	4,532	4,552
Road and Bridges	112,874	3,365	3,868	0	0	0	0	116,239	116,742
Community and Sporting Club	5,714	170	196	0	0	0	0	5,884	5,910
Infrastructure Renewal	0	0	0	130,000	0	0	0	130,000	0
	706,061	22,499	23,804	215,000	0	(50,000)	0	893,560	729,865

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2026
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		126,627	0	0	(7,374)	119,253
Total other liabilities		126,627	0	0	(7,374)	119,253
Employee Related Provisions						
Annual leave		108,588	0	0	0	108,588
Long service leave		88,021	0	0	0	88,021
Total Employee Related Provisions		196,609	0	0	0	196,609
Total other current assets		323,236	0	0	(7,374)	315,862
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2025		(As revenue)	31 May 2026	31 May 2026			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Traineeship Incentives	7,374	0	(7,374)	0	0	7,374	7,374	9,885
General purpose funding								
Income - Grants Commission	0	0	0	0	0	646,351	350,383	350,382
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	79,000	79,000	83,000
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
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	1,000	1,000	0
Income - CSRFF Funding and Contributions	0	0	0	0	0	0	0	(4,545)
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	129,940	129,940	333,940
Income - Grants Commission Local Road Grant	0	0	0	0	0	695,374	232,393	232,393
	7,374	0	(7,374)	0	0	1,671,139	891,290	1,005,055

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

NOTE 12

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2026	Current Liability 31 May 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - LRCI Phase 4	109,197	0	0	109,197	0	145,019	145,019	0
Community amenities								
Community Development & Events - Grants	0	0	0	0	0	10,000	10,000	5,000
Transport								
Regional Road Grants	1,352	0	0	1,352	0	510,000	510,000	301,732
Wheatbelt Secondary Freight Network	8,704	0	0	8,704	0	2,342,385	2,342,385	2,287,098
Roads to Recovery	0	0	0	0	0	337,515	337,515	277,942
	119,253	0	0	119,253	0	3,344,919	3,344,919	2,871,772
TOTALS	119,253	0	0	119,253	0	3,344,919	3,344,919	2,871,772

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 May 2026
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	264,280	(265,057)	7,597
	8,574	264,280	(265,057)	7,797

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**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			\$	\$	\$	\$
	Nil						0
				0	0	0	0

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

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

Nature or type	Var. \$	Var. %	Timing / Permanent	Explanation of positive variances
				Comments
	\$	%		
Opening funding surplus / (deficit)	96,593	18.29%	▲ Permanent	EOFY Adjustments processed after budget adoption
Revenue from operating activities				
Rates	41,442	2.25%	Permanent	Not Material
Operating grants, subsidies and contributions	155,436	17.44%	▲ Timing	DFES Fire Mitigation Grants, Main Roads income & Workers Compensation Claim
Fees and charges	82,877	21.73%	▲ Permanent	Sale of Scrap Metal (\$23k), Planning Fees (\$42K), Standpipe charges (14k) Private Works (2k) & Other (\$1k)
Interest earnings	(35,360)	(42.54%)	▼ Permanent	Less interest earned on surplus funds
Other revenue	(1,229)	(1.92%)	Timing	Not Material
Profit on disposal of assets	(1,786)	(22.33%)	Permanent	CEO Vehicle Changeover
Expenditure from operating activities				
Employee costs	240,222	20.09%	▲ Permanent	Staff on Workers Compensation and not all budgeted FTE's filled
Materials and contracts	513,599	41.07%	▲ Timing	Timing of payments on Road Program, IT Licences, Fire Mitigation, & Valuation Costs
Utility charges	31,486	18.57%	▲ Timing	Power costs, Admin telecommunications, Standpipe Costs all underbudget.
Depreciation on non-current assets	(43,764)	(1.70%)	Permanent	Roads & Aged Accommodation (Non Cash)
Interest expenses	9,648	29.73%	▲ Permanent	No interest on industrial land loan as not drawn down
Insurance expenses	(16,646)	(6.98%)	Permanent	Additional Workers Compensation Costs
Other expenditure	(25,506)	(51.72%)	▼ Permanent	Rates Write Offs
Loss on disposal of assets	4,400	48.89%	Permanent	Loss on MWS vehicle less than budgeted
Non-cash amounts excluded from operating activities	30,680	1.19%	Permanent	Movement in pensioner deferred rates & depreciation
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(473,147)	(14.15%)	▼ Timing	Timing of claims for Road programs
Proceeds from disposal of assets	2,014	2.10%	Permanent	CEO & MWS Vehicle Changeover
Payments for property, plant and equipment and infrastructure	628,298	13.80%	▲ Timing	Capital Works Program timing
Non-cash amounts excluded from investing activities	0	0.00%		Not Applicable
Financing activities				
Proceeds from new debentures	250,000	(100.00%)	Permanent	Loan hasn't been raised
Transfer from reserves	0	0.00%	Timing	EOFY Reserve Transfer not completed until June 30th
Payments for principal portion of lease liabilities	0	0.00%	Permanent	Not Applicable
Repayment of debentures	21,807	13.75%	▲ Permanent	Loan Repayments - not made as new loan not raised
Transfer to reserves	(3,212)	(15.60%)	Timing	Timing of interest payments
Closing funding surplus / (deficit)	1,507,151	218.99%		As per explanations above

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Renewal of Licensing Services Agreement – Department of Transport

Applicant: Department of Transport
File Ref. No: ADM56
Disclosure of Interest: Nil
Date: 11 June 2026
Author: Chris Paget – Chief Executive Officer
Attachments: **CONFIDENTIAL**

Summary

For Council to consider and endorse the new agreement with the Department of Transport for the provision of licensing service in the Shire of Cuballing.

Background

The current agreement between the Shire of Cuballing and the Department of Transport for the provision of licensing services under Section 11 of the *Road Traffic (Administration) Act 2008* expires on 30 June 2026.

The new term for both the Agreement for the Provision of Licensing Services and Agreement for the Provision of Non-Road Law Functions commences 1 July 2026 and expires on 30 June 2031

The agreement outlines the Department of Transport and the Shire of Corrigin responsibilities and obligations in relation to the provision of licensing services.

The Agreement for the Provision of Licensing Services includes:

- Transaction services
- Timeliness and quality of service
- Auditing of services
- Schedule of fees
- Confidential information declaration
- Business rules
- Equipment maintenance
- Performance measures

The Agreement for the Provision of Non-Road Law Functions includes:

- Driving Instructor fees
- Off Road Vehicle registrations
- Proof of Age Cards
- License and boat licence renewals
- Schedule of Fees

Comment

The provision of licensing services at the Shire of Cuballing is delivered as an essential service to our community. The cost of providing the service is partially offset by a commission fee received from the Department of Transport for undertaking the services on their behalf.

The commission payment rate included in the new 2026 agreement will be increased by approximately 4.6% per transaction type compared to the commission rates in the previous agreement.

The fees paid to the Shire of Cuballing are outlined in the agreement from the Department of Transport; there is no scope for negotiation on these.

Statutory Environment

Local Government Act 1995

Road Traffic (Administration) Act 2008

Policy Implications

1.2 Agreement and Documents – Council Seal

Financial Implications

Commission paid to the Shire of Cuballing by the Department of Transport in 2025/26 year to date is \$11,894.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Governance

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council authorises the Shire President and Chief Executive Officer to sign and affix the common seal to the new agreements with the Department of Transport.



Government of **Western Australia**
Department of **Transport**
and **Major Infrastructure**

****9.2.1A CONFIDENTIAL****

(56 pages)

**DTMI750726 AGREEMENT FOR THE PROVISION OF LICENSING SERVICES IN THE SHIRE
OF CUBALLING IN TERMS OF SECTION 11 OF THE ROAD TRAFFIC (ADMINISTRATION)
ACT 2008**

BETWEEN:

**The Chief Executive Officer of the Department of Transport and Major Infrastructure of
140 William Street, Perth, Western Australia 6000 (the CEO)**

AND:

**The Shire of Cuballing, a body corporate with perpetual succession under the *Local
Government Act 1995* (the Agent)**



Government of **Western Australia**
Department of **Transport**
and **Major Infrastructure**

****9.2.1B CONFIDENTIAL****

(40 pages)

**DTMI750726 AGREEMENT FOR THE PROVISION OF NON-ROAD LAW FUNCTIONS IN
THE SHIRE OF CUBALLING**

BETWEEN:

**The Chief Executive Officer of the Department of Transport and Major Infrastructure of
140 William Street, Perth, Western Australia 6000 (the Principal)**

AND:

**The Shire of Cuballing, a body corporate with perpetual succession under the *Local
Government Act 1995* (the Agent)**

9.2.2 Proposed Local Planning Policy Unhosted Short-Term Rental Accommodation

Applicant:	Internal document
File Ref. No:	ADM
Disclosure of Interest:	Nil
Date:	11 June 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	9.2.2A Draft Local Planning Policy – <i>Unhosted Short Term Rental Accommodation</i>

Summary

The purpose of this report is to recommend that Council resolve to prepare a Local Planning Policy for Unhosted Short Term Rental Accommodation (Unhosted STRA).

If Council resolves to prepare a Local Planning Policy for Unhosted STRA it will be advertised for public comment prior to the policy being referred back to Council for adoption, with or without modification, as a result of any submissions received during the advertising process.

Background / Comment

At the Ordinary Meeting held 14 November 2025 Council agreed to adopt an amendment to the Shire of Cuballing Local Planning Scheme No. 2, pursuant to section 75 of the Planning and Development Act 2005, to implement the State Government's planning reforms for short term rental accommodation. As part of implementing these reforms, a new local planning policy has been prepared to provide guidance and certainty to operators, customers and neighbours of short-term rental accommodation within the Shire.

Local Planning Policy – Unhosted STRA has been drafted and is attached at 9.2.1A

This draft Local Planning Policy is presented to Council for the purpose of seeking public comment as per Clause 4.(1) of the Deemed Provisions (set out in *the Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, which requires the local government to resolve to prepare a Local Planning Policy before it can be publicly advertised for a period of no less than 21 days. The policy then comes back to Council for consideration of any feedback and can then be formally adopted.

Statutory Environment

Planning and Development Act 2005

Clauses 3(5), 4(1) and 67 of the Deemed Provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2

Financial Implications

Nil

Policy Implications

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme, they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Economic

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

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.
- Enhancing community information and engagement.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council, in accordance with Clause 4 of the Deemed Provisions [as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2*], prepare the Local Planning Policy – Unhosted Short Term Rental Accommodation.

9.2.2A LPP14 - Unhosted Short-Term Rental Accommodation

SHIRE OF CUBALLING

Local Planning Policy No. 14: Unhosted Short Term Rental Accommodation

1 Objectives and definitions

1.1 Objectives

The objectives of this policy are:

- 1.1.1 To establish clear guidelines for unhosted short-term rental accommodation (Unhosted STRA). The policy excludes hosted short-term rental accommodation (Hosted STRA) where there is an onsite manager or owner such as bed and breakfast accommodation and guesthouses.
- 1.1.2 To ensure that Unhosted STRA occurs within appropriate locations to enhance the tourism experience and reduce existing or future land use conflicts such as impacts on residential amenity.
- 1.1.3 To ensure that all Unhosted STRA is in accordance with relevant legislation, local planning schemes and policies, and management plans.

2 Planning application and approval considerations

2.1 Requirements for Bushfire Attack Level Assessment

Where development is proposed to be located within a bushfire prone area, a Bushfire Attack Level Assessment must be prepared and lodged with a development application.

2.2 Development in BAL-40 and BAL-Flame Zone

Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for an Unhosted STRA land use and an application for development approval will be refused.

2.3 Electrical Safety Certificate

An Electrical Safety Certificate must be prepared and lodged with a development application or alternatively may be conditioned where smoke alarms have not yet been installed. Where conditioned this condition must be satisfied prior to the commencement of the use.

2.4 Grouped dwellings

The use of grouped dwellings will generally not be supported for Unhosted STRA given the potential impacts on adjoining residents, unless all owners/strata owners are in agreement.

Any Application for Development Approval form will need to be signed by all strata owners or the body corporate regardless.

3 Approval conditions

Conditions in relation to the approval of applications for holiday house will include the following.

3.1 Management

A holiday house management plan should be submitted as part of the planning application and prior to the commencement of business.

The management plan will include:

- (a) Nomination of a local manager/caretaker within the vicinity of the property. Where properties are remote from a town site, alternative arrangements for a manager/caretaker may be considered.
- (b) Details of how nuisance issues such as noise will be addressed by the manager.
- (c) A fire and emergency response plan

Other matters such as car parking provision, signage, the number of people occupying the premises, maximum period of stay can be imposed as part of the planning approval and subsequently enforced pursuant to the *Planning and Development Act 2005*.

A condition will be placed on all development approvals requiring that the applicant provide adjoining landowners with a copy of the Property Management Plan.

3.2 Fire and emergency response plans

In all cases, an emergency response plan (i.e. fire escape route maps) is required to be clearly displayed in a conspicuous location within the dwelling, plus:

3.3 Smoke Alarms and Fire Safety

- (a) A hard-wired smoke alarm must be installed on or near the ceiling;
 - i) in every bedroom; and
 - ii) in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building; and
 - iii) on each other storey.
- (b) A fire extinguisher, in a clearly visible location, is to be maintained in proper working order as prescribed in AS 1851; and
- (c) Outside barbeques are to be gas or electric.

3.4 Non-compliance and cancellation

Any breach of approval conditions or the management plan can be dealt with in accordance with the enforcement provisions of local planning schemes and/or cancellation of a registration. A new application may be considered after a 12 month period. A breach of planning approval may be brought to the attention of local government as a result of an inspection or report by local government staff, a police report or by a member of the public.

4 Renewal & Approval Period

- (a) All initial planning approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- (b) In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area. Some allowance will be made for the busy New Years and Easter period in Bremer Bay given the higher-than-normal tourist numbers in the town in general.
- (c) Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the planning approval has occurred, approval of the renewal application is unlikely to be granted.
- (d) Where the Shire is satisfied that the holiday home has been appropriately managed, an approval of the renewal application for a period of up to three years may be granted.

5 Other matters

It is recommended that landowners/ managers seek independent legal advice on legislative requirements regarding the use and management of Unhosted STRA. This would include, but is not limited to, checking the requirements of the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.

As many residential public liability insurance policies exclude the use of premises for Unhosted STRA, it is recommended that landowners/managers check this matter with their insurance providers.

The Shire of Cuballing Local Planning Scheme No.2 (the Scheme) does not list 'Unhosted STRA' as a specific use class or defines Unhosted STRA'. Council has determined that the land use Unhosted STRA' shall be treated as a 'Use Not Listed' and considered in the 'Residential', 'Rural Residential', 'Rural', and 'Townsite' zones subject to advertising for public comment prior to a determination of an application.

UNHOSTED STRA
PROPERTY MANAGEMENT PLAN



PROPERTY ADDRESS:

PROPERTY MANAGER DETAILS:

Name: _____

Address: _____

Telephone Number:

Email:

Details of where bookings are made:

Internet (please specify):

Property Manager:

Other (please specify):

NOTE: In relation to the nominated Property Manager, the following is applicable:

- **Is a person/company that will have day-to-day management of the holiday home; and**
- **Will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and**
- **In relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.**

DUTIES OF PROPERTY MANAGER

- Ensure that all guests and visitors to a property under their management comply with this Code of Conduct;
- Have day-to-day management of the Short Stay Accommodation;
- Respond to complaints within a two hour timeframe pertaining to guest behaviour made before 1am or respond within a reasonable timeframe, but within 24 hours, in relation to all other complaints;
- Ensure the Property Manager contact details are updated with the Shire of Esperance at the time of any change/s;
- Cooperate with other stakeholders including industry associations, tourism bodies, local councils and other government authorities to enhance the image, standards and contribution of Short Stay Accommodation to the economy;
- Supply, readily visible in the home:

- the Code of Conduct (please note the section labelled 'Pets' has been left blank for the applicant to fill out in accordance with their preferences);
 - the Property Management Plan
 - the Fire and Emergency Plan (including the Fire Evacuation Route)
 - a list of Emergency and After Hours contacts
-
- Liaise with guests for the occupancy and vacation of the premises;
 - Ensure the correct maximum number of guests are staying overnight in accordance with Development Approval conditions;
 - Maintain a register of all people who utilise the premises, available for inspection by the Shire of Esperance upon request;
 - Ensure the premises are clean and maintained to a high standard;
 - Ensure bed linen is clean and replaced upon guest vacation; and
 - Ensure rubbish and recycling bins are put out and collected as required.

DATE:

UNHOSTED STRA
FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS:

FIRE SAFETY INFORMATION:

The following floor plan of premises clearly identifies the location of:

- Hardwired smoke alarms;
- Fire blanket (in kitchen);
- Fire Extinguishers; and
- External Taps/Garden Hose Locations; and
- A fire evacuation route leading to the nearest main road; and

Please attach a floor plan for each level of the premise with the above clearly located and identified.

The above information is to be clearly displayed in accordance with the Property Management Plan.

EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL 000

Property Manager:	
Narrogin Police:	9852 1300
Shire of Cuballing:	9883 6031
Narrogin Hospital:	9881 0333

EMERGENCY PROCEDURE:

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

ABC Radio: 558AM

DFES: <http://www.dfes.wa.gov.au/alerts/Pages/default.aspx>
1300 657 209

Shire of Cuballing: www.cuballing.wa.gov.au

UNHOSTED STRA **CODE OF CONDUCT**

PROPERTY ADDRESS:

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

SHIRE REGULATIONS: The tenants agree to all Shire regulations, including noise and fire limitations.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

TERMINATION OF ACCOMMODATION:

If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued.

If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion.

No refunds will be made.

FIRE EVACUATION ROUTE

*Map of Locality
(Insert).*

The map of the property is to clearly show (or detail) the nearest Emergency Evacuation Point.

The primary route used to evacuate the locality in the event of an Emergency which must lead to a main road.



PROPERTY ADDRESS:

LEGEND

Subject Property

Roads to be used in the first instance for Emergency Evacuation

FLOOR PLANS OF PREMISE

PROPERTY ADDRESS:

*UPPER FLOOR PLANS
(Insert).*

*LOWER FLOOR PLANS
(Insert).*

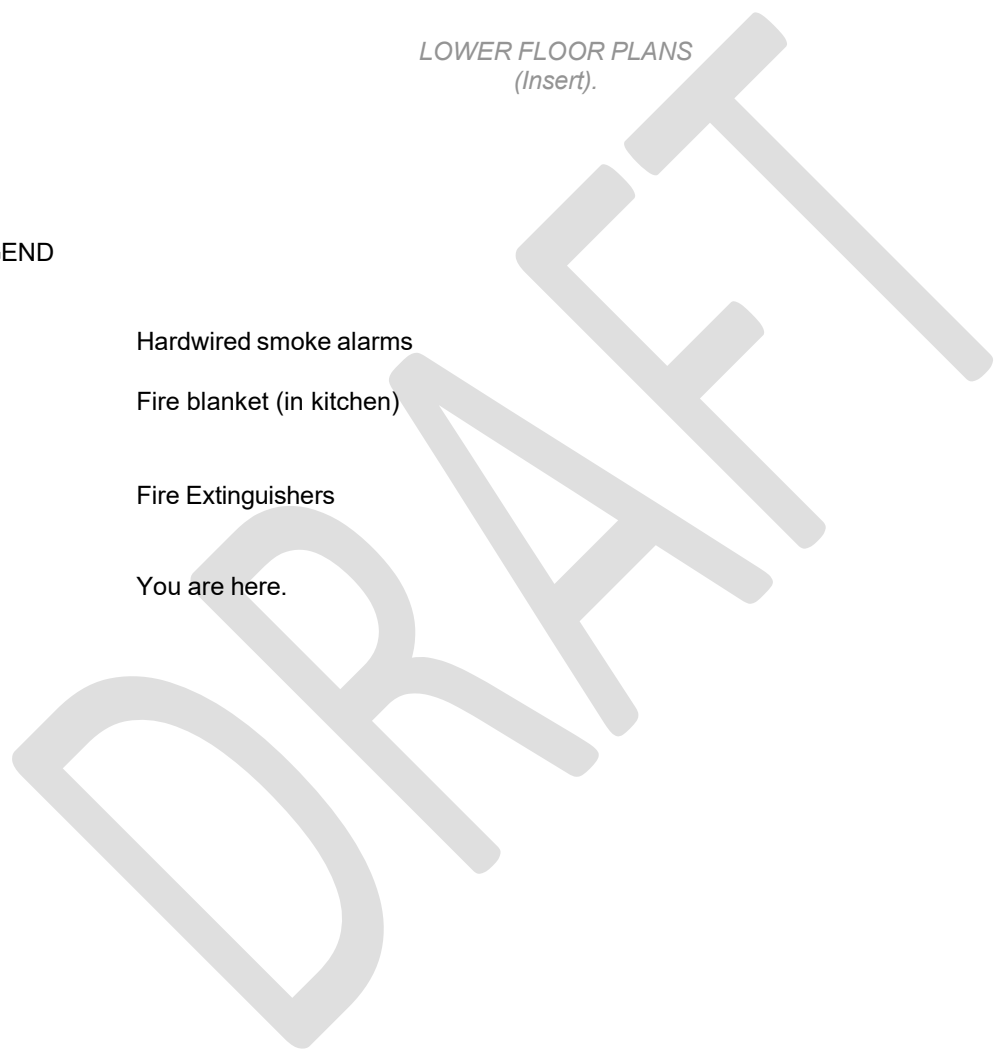
LEGEND

Hardwired smoke alarms

Fire blanket (in kitchen)

Fire Extinguishers

You are here.



9.2.3 Appointment of Dual Fire Control Officers – Shire of Wickepin

Applicant: Shire of Wickepin
File Ref. No: ADM081
Disclosure of Interest: Nil
Date: 13 June 2026
Author: Chris Paget – Chief Executive Officer
Attachments: Nil

Summary / Purpose

For Council to consider the appointments of Dual Fire Control Officers for the 2026-27 year at the request of the Shire of Wickepin. In accordance with legislation requirements, the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and to lawfully legitimise their authorisations under the *Bush Fires Act 1954*.

Background / Comment

The Shire of Cuballing BFAC meeting was held earlier this year in April and prior to any adjoining Shires advising of their Dual Fire Control Officers for the Shire of Cuballing. The CEO has since received a letter from the Shire of Wickepin CEO requesting the formal appointment of their nominated Dual Fire Control Officers for the 2026/27 fire season as follows:

- Trevor Leeson
- Roger Butler
- Luke Lansdell

Statutory Environment

Bush Fires Act 1954 s.38 and s.40

Policy/Strategic Implications

Nil

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

Simple majority

OFFICER'S RECOMMENDATION:

That under s.38 of the *Bush Fires Act 1954*, Council appoints the following persons from adjoining Shire of Wickepin as Dual Fire Control Officers for the Shire of Cuballing for the 2026/27 fire season:

Trevor Leeson

Roger Butler

Luke Lansdell

9.2.4 Proposed Shire of Cuballing Events Information Guidelines Pack

Applicant:	Internal document
File Ref. No:	ADM
Disclosure of Interest:	Nil
Date:	13 June 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	Draft Shire of Cuballing Event Information Pack

Summary / Purpose

The purpose of this report is to present the Shire of Cuballing Event Information Pack 2025-26 to Council and seek endorsement of the document as an administrative guide for community groups, sporting clubs, businesses and event organisers seeking to conduct significant events within the Shire.

The Event Information Pack consolidates the legislative, regulatory and local requirements associated with holding events on Shire-managed land and facilities. Particular emphasis is placed on the management of event noise and the approval pathway for events that may exceed prescribed noise levels.

Background / Comment

The Shire receives a range of applications for community events and public gatherings. The Event Information Pack has been developed to provide a single point of reference for applicants and to improve the consistency of event approvals.

The Information Pack addresses event applications, insurance, risk management, food vending, liquor licensing, emergency services, temporary structures, crowd control, toilets, water, electricity, rubbish, noise, camping, traffic management and signage.

Of specific note, the noise management provisions contained in the document are intended to balance successful community events with the protection of residential amenity. Event organisers using amplified music or PA systems are required to consider compliance with the Environmental Protection (Noise) Regulations 1997 and are encouraged to notify nearby residents at least seven days prior to the event.

Council reserves the right to require amplified equipment to cease where noise may constitute a nuisance. Events unable to comply with assigned noise levels may require approval under Regulation 18, including a Noise Management Plan and, where applicable, an application as a Non-Complying Event at least 60 days before the event.

Statutory Environment

Relevant legislation includes:

Local Government Act 1995

Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997

Food Act 2008

Liquor Control Act 1988

Caravan Parks and Camping Grounds Act 1995 and associated legislation.

Policy Implications

Nil - the document provides administrative guidance and does not replace legislative requirements.

Financial Implications

No direct financial implications. Applicable fees for such Events will be applied in accordance with the Council's adopted annual schedule of Fees and Charges.

Risk Implications

The Information Pack mitigates operational, safety, compliance and reputational risks by clearly outlining organiser responsibilities.

Consultation

Prepared with reference to relevant State Government legislation and agency guidance material.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Economic

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

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.
- Enhancing community information and engagement.

Voting Requirements

Simple majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. Receives and endorses the Shire of Cuballing Event Information Guidelines Pack as the administrative guide for event organisers;**
- 2. Notes the statutory requirements relating to noise management and approvals for events exceeding assigned noise levels; and**
- 3. Authorises the Chief Executive Officer to make minor administrative amendments to the document, provided such amendments do not alter the intent of the document or any legislative requirements.**



SHIRE OF
CUBALLING

EVENT INFORMATION PACK

Community • Nature • Lifestyle



*A great place to live,
visit and invest*



22 Campbell Street, Cuballing WA 6311



(08) 9883 6031



cuballing.wa.gov.au



Shire of Cuballing

Disclaimer

The information contained within this package has been provided as a guide for event applicants only. Additional information or approvals may be identified during the application process as required from other agencies.

It is the responsibility of the Applicant, not the Shire, to ensure all relevant approvals and information are obtained and evidenced (where applicable) to the Shire prior to the commencement of each particular event.

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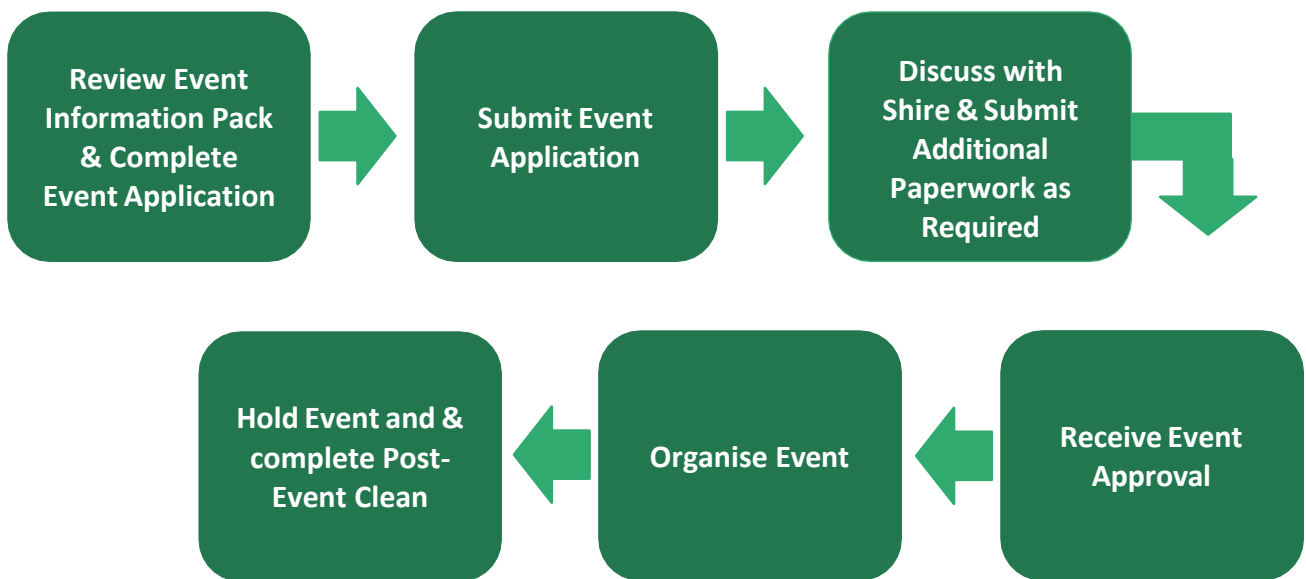
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I. Introduction & Process

This document has been created by the Shire of Cuballing (herein referred to as the Shire) as a guide to assist community members to understand their responsibilities and obligations when organising an event. While this document does not need to be submitted, it must be read, understood and complied with. **All events occurring on Shire-managed land, property or facilities must complete the Event Application and relevant documentation.**

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies, and it shall be the sole responsibility of the Applicant, not the Shire of Cuballing, to ensure all relevant approvals and information are obtained in relation to each particular event.

I.1 Application & Approval Process



STAGE I: Event Application

- Step 1:** Event organiser **reviews the Events Information Pack** and **completes the Event Application.**
- Step 2:** Event organiser **submits the Event Application** to the Shire via email or hard copy to the Administration Building. Applications must be submitted **eight weeks** prior to your event to ensure approval can be provided on time. We recommend that you submit your application as early as possible. The application is distributed to relevant Shire Officers for assessment and referred to Council for a decision where/if necessary.
- Step 3:** The nominated Shire Administration Officer will liaise with the event organiser and send the applicant any relevant forms that are required to be completed based on the answers included in the Events Application.

STAGE 2: Event Registration & Documentation

- Step 4:** Once all event paperwork is complete relevant officers will review the forms and provide feedback/approval.
- Step 4:** The Shire's Administration Officer will issue the event approval letter (outlining specific conditions, noise, electrical, etc.) via email or mail to event organiser.
- Step 5:** Event organiser **arranges event** in accordance with event conditions and other applicable requirements. Event organiser **submits any additional documents and forms required** based on officer feedback and stated in the event conditions such as electrical compliance and marquee erection in advance of event date.
- Step 6:** The event organiser completes and submits a **post-event review form** (Form 12.1) and submits it to the Shire.

Note: Applications and approvals for an event are not transferable; the organiser cannot transfer approval for an event to an alternative venue, date, or time, without re-negotiating with the Shire.

Other Resources:

Tourism WA Event Resources www.tourism.wa.gov.au/industry-support-and-events/resources-for-event-holders/Pages/Event-resources.aspx#/

WA Department of Health *Guideline for concerts, events and organised gatherings* www.health.wa.gov.au/Articles/F_1/Guideline-for-concerts-events-and-organised-gatherings

2. Event Insurance & Risk Management

2.1 Insurance

Public Liability Insurance

If your event is to be held in a Shire venue you **must** arrange Public Liability Insurance to cover your event. For events at other locations, you are encouraged to arrange Public Liability Insurance to cover your event. When speaking with an insurance provider, ensure that you are specific in the type of event (e.g. outdoor) and the type of activities that will be taking place (e.g. performances, art workshops, etc.).

As a guide, Public Liability Insurance to the value of at least \$20 million is required for events, however, this will vary according to the size of the event and the risks involved. Your Certificate of Currency **must** be provided to the Shire with your event application, **at least eight weeks prior** to the event. A cover note will not be sufficient.



Quick Tip

Obtain public liability insurance for at least \$20 million and provide Certificate of Currency to the Shire

Other Insurance

As the event organiser, you must investigate and arrange other appropriate insurance to cover your event. Examples of other insurances that may need to be provided are:

- Workers' Compensation Insurance
- Volunteers' Insurance
- Motor Vehicle Insurance
- Public Liability Insurance of any sub-contractor
- Public Liability Insurance and (where relevant) contact details for event participants
- Property Insurance



Quick Tip

Speak to an insurance provider regarding other cover you may require.

2.2 Risk Management

A Risk Management Plan is recommended for all events to ensure safety of participants.

Why do we have to manage risk? On-site safety at the event is very important – your public expects to be able to enjoy your event in safe and secure surrounds – and event organisers need to identify potential hazards during the planning of, and on site at, the event to work to implement solutions.

Risk Management Forms Required:



It is recommended that a **Risk Management Plan (Example - Form 2EX)** is prepared for all events, to ensure the safety of participants.



Under health legislation it is mandatory for events of more than 5,000 people to develop a Risk Management Plan with consultation from relevant stakeholders involved in the event, for example: SES, Police and Ambulance. The Shire requires that a Risk Management Plan be completed for any event to be held on Shire property. In either instance a **Risk Management Plan (Form 2A/2B)** must be submitted by the applicant to the Shire, **no less than eight weeks** prior to the event for assessment and approval.



The Shire will then review this plan according to the criteria outlined in the **Criteria for a Risk Management Plan (Attachment 13)**.

2.3 Risk Management Process

Based on *Australian New Zealand Standard: Risk Management – Principles and Guidelines (AS/NZS ISO 31000:2009)* the Risk Management process has been applied to identify, assess and treat risks for an event.

Step 1: Establishing the Context

- Identify event details
- Identify event stakeholders
- Identify event objectives and deliverables
- Define risk management process
- Determine risk assessment and acceptance criteria

Step 2: Identify Risks

- Identify potential material risks
- Log risks on a risk register

Step 3: Analyse Risks

- Identify existing controls in place to manage the risks
- Determine overall control rating
- Determine consequence category and level of consequence (Insignificant to Catastrophic) if risk eventuates
- Determine likelihood (Rare to Almost Certain) of the risk eventuating to the determined level of consequence

Step 4: Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptance decision based on existing control rating, level of risk and event objectives

Step 5: Treat Risks

- For unacceptable risks identify risk treatment options to avoid, reduce or transfer the risk
- Develop and implement suitable risk treatment plans
- Re-analyse and evaluate the risk to ensure the risk is acceptable

The following are examples of common problems at events you would note in the 'Risk Identification' stage of the risk management process. These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in car parks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand-washing facilities at food handling stalls
- Alcohol affected behaviour
- Water hazards

For further information regarding risk management see:

WA Department of Health – Risk Management and Special Events
(ww2.health.wa.gov.au/Articles/N_R/Risk-management-and-special-events)

Tourism WA – An Introduction to Risk Management for Event Holders in Western Australia
(www.tourism.wa.gov.au/events/Event-sponsorship/Pages/Resources-for-event-holders.aspx#/)

3. Shire Venue Bookings

3.1 Shire Facility & Reserve Hire Bookings

The Shire currently operates a number of facilities available to the Cuballing and Popanyinning community for event use. Before proceeding with your application, it is important to determine if the reserve or facility is available for your event. Note that hire fees may apply.



Form Required

To book a reserve or facility complete a Facility Hire Form, available from the Shire website, Shire administration office or via email:

enquiries@cuballing.wa.gov.au.

3.2 Fees & Bonds

A hire fee and bond charge is applicable to the hire of a Shire of Cuballing facility. For current fees, refer to the Shire website <https://www.cuballing.wa.gov.au/council/council-documents/corporate-documents.aspx>

4. Trading in a Public Place & Food Vending

4.1 Sale of Goods, Wares & Merchandise

Any trading in a public place (this may include private land) that is associated with an event is to be in accordance with the Shire's Local Laws relating to trading in public places. This includes sale of any goods or wares, merchandise, service provisions or food.



Form Required

Submit a Trading Permit Application if you sell any goods or food.

4.2 Catering & Sale of Food

Food Vendors

All food vendors are required to notify or be registered with the Shire and must display their Certificate of Registration endorsement of notification in a conspicuous location at all times.

All food is to be prepared in an approved commercial kitchen or at an approved temporary food stall. No food is to be prepared in a domestic residential kitchen unless it is for a community/charitable event or has been registered with the Shire.

Please be aware it is an offence in accordance with Section 109 of the *Food Act 2008* for a proprietor of a food business to conduct the food business at any premises unless it is registered. All food stall/van operators are to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *Australia and New Zealand Food Standards Code*.

*All food and drink outlets at the venue are to be approved in writing by the Shire at least **14 working days** prior to the event and must comply with the Food Act 2008 and local laws.*

A food business based in a Local Government other than the Shire must provide a copy of their Certificate of Registration (issued by the Local Government from which they are based) in accordance with section 110 of the *Food Act 2008* to the event organisers. Temporary food premise/stall fees may be charged.

Event organisers must forward a list of all food businesses operating at the event to the Shire prior to the event with a copy of their food businesses Registration Certificate.

The **Temporary Food Stall Application** must be completed by all food stall/van owners and submitted to the event organiser. The event organiser may approve stalls and return the paperwork to the business so that they can forward their fee payable (*see current Schedule Fees & Charges – Addendum 1*), a copy of the Certificate of Registration and approved stall paperwork to the Shire.

The sale of potentially hazardous foods which are pre-cooked elsewhere are not permitted (unless authorised). For more information speak to the Shire’s Environmental Health Officer.

4.3 Requirements for Food Stalls

Potentially Hazardous Food – means food that is capable of supporting rapid growth of infectious or toxigenic micro-organisms (e.g.; meat, poultry, seafood, cooked rice, egg or dairy based products).

Transport of food – keep food protected at all times and potentially hazardous foods must be kept either below 5° C or above 60°C - use insulated containers.

Cross Contamination – means transferring infectious or toxigenic micro-organisms from raw product to ready to eat product or from a person to food.

Potable water/ice – ‘drinking water’- water that has been treated to eliminate contamination (normal scheme water).

Sale of Potentially Hazardous Foods - which are pre-cooked (i.e.; not at the stall) is not permitted unless authorised.

Preparing food for Sale in a Residential Premises - requires to be a Registered Food Business, with the approval from the Shire; they are limited to ‘Low Risk’ foods, such as:

- Jams (preserves),
- Cakes, biscuits, scones, muffins & flour products which do not contain potentially hazardous foods;
- Pickled onions.
- Packaged products – require labelling - See Fact Sheets 3 for Charity and Community Organisations or 3A for others. All packaging and containers must not have been previously used.

Design and Structure

The design and structure of a temporary food stall must:

- Be appropriate for the activities for which the stall is used;
- Provide adequate space for the activities to be conducted at the stall and for the fixtures, fittings and equipment used for those activities;
- Permit the food stall to be effectively cleaned and if necessary, sanitised; to the extent that is practicable.
- exclude dirt, dust, fumes, smoke and other contaminants;
- not permit the entry of pests;
- not provide harbourage for pests;
- All food containers, utensils and supporting equipment must be stored above ground/floor level. Only disposable eating & drinking utensils shall be used.

Food Processing, Handling and Hygiene:

- All food handlers to wear -
- Clean protective clothing (aprons when preparing/handling food);
- Clean hair covering to prevent hair from coming into contact with food or food contact surfaces;
- If disposable gloves are used they must be changed when moving from raw (uncooked product) to ready-to-eat product and whenever the gloves may become a source of contamination. The use of tongs or similar implements must be used to minimise the handling of food.
- One or more attendants must be designated as money handlers;
- Hand washing/cleaning – should warm water not be available a 20-litre container with a tap at its base filled with potable water with washing bowl, single use paper towels, sanitiser for hand washing hands and detergent must be provided.
- Potentially Hazardous foods must at all times be maintained at a temperature of below 5°C or above 60°C using suitable cooling and/or heating equipment. When eskies or similar containers are used an adequate supply of potable ice must be available.
- Sale of Potentially Hazardous Foods which are pre-cooked is not permitted (unless authorised).
- No attendants are to be involved in the activities should they suffer from symptoms of disease/infection.
- A sealable rubbish container must be provided inside the stall.
- All attendants are to be clean of habits and have a reasonable knowledge of food safety/hygiene.
- All utensils that are made available with products are to be of a disposable variety.

- All sauces and other condiments shall be stored in single use packs or squeeze type dispensers.
- These Guidelines may be altered to the satisfaction of the Shire’s Environmental Health Officer as he/she sees fit.
- Refuse Collection
- All refuse must be contained on the site in an approved rubbish receptacle.

Food Vans

All food vans and vehicles are to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *Australia and New Zealand Food Standards Code*. Food vans and vehicles must be inspected by an Environmental Health Officer prior to the event or at the event. All food must be prepared in an approved facility.

Refer to **Temporary Food Stall Application form**.

4.4 Liquor Consumption & Sale of Alcohol

If it is intended that liquor is to be supplied and sold at the event then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from the Department of Local Government, Sport and Cultural Industries.

A permit to sell, serve or supply alcohol should be sought from the Department of Racing, Gaming and Liquor with applications to be submitted at least 14 days prior to the event. Please contact the Department for further information on 1800 634 541 or www.rgl.wa.gov.au.

For an event proposed to be held on Shire property, approval from the Shire must be granted prior to application to Department of Local Government, Sport and Cultural Industries. Contact the Environmental Health Officer to arrange this.

Note: requirements for water and ablution supply vary when alcohol is sold or supplied. Refer to sections **5.5 Toilet Facilities** and **section 5.6 Water Supply** of this document.

Other relevant approvals should also be obtained from relevant organisations or individuals such as:

- Local Government Authority
- Clerk of Courts
- Police
- Owner of the premises

5. Event Management & Facilities

5.1 Emergency Services & First Aid

Western Australian Police Force Notification

Event organisers must notify and obtain comments from the Police for events with over 300 people. A form may be required – contact the local Police Station for details.

Emergency Services Notification

You may need to notify agencies such as the SES, Fire Brigade and St John Ambulance depending on the type of event you are holding. Please call the following to discuss your event;

- St John Ambulance Narrogin – 08 9881 1322
- SES Narrogin – 0417 918 910 (Duty Officer)
- Narrogin Police – 08 9852 1300

First Aid

The nature of any event can be unpredictable. Event organisers must provide sufficient first aid to ensure that any case of injury or illness can be dealt with appropriately. The provision of first aid for the event is to be in consultation with St John Ambulance Australia. The suggested number of first aiders and first aid posts is as follows:

PATRONS	FIRST AIDERS	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10,000	12	2
20,000	22+	4



Quick Tip

Large events need first aid posts. Contact St John Ambulance Australia for assistance coordinating.

5.2 Access and Inclusion

Access and inclusion across the community is essential to generate a sense of community where all people feel they belong and can enjoy equal opportunity in every facet of life. To best understand if your event is considerate of all community members with diverse abilities, refer to the Access and Inclusion Checklist.

[ADD MORE TEXT HERE ABOUT LEGAL REQUIREMENTS]



Form *Suggested*

Submit an Accessibility Checklist to verify that your event is accessible

5.3 Temporary Structures

Depending on your event and its venue, the Shire may require you to submit forms that apply.

These include:

Construct, Extend or Alter a Public Building Application

Certificate of Approval Application

Tents, Marquees & Stages

Tents, marquees and stages are classified as public building structures and require approval for construction.



Form Required

A completed Construct, Extend or Alter a Public Building Application is required for the construction of any structure for an event.

For marquees (or similar) used at an event, including hired structures, a current copy of the 'Certification Certificate' must accompany the application, or be provided once the event is approved, and before the marquee is erected. If the supplier is unable to provide this report they are required to provide a Certificate of Structural Integrity for a Temporary Structure.

If the applicant is erecting a privately owned tent they should follow the Marquee Checklist and complete a checklist for each separate structure.

For each marquee, applicants should follow the Marquee Checklist or, for other structures, the Certificate of Structural Integrity for a Temporary Structure and complete a checklist for each separate structure.

If alterations are required to an approved structure, you must submit a Variation to Certificate of Approval Application.

Ground Markings & Placing Stakes/Pickets into The Ground

If you would like to erect a marquee, tent or any other structure on a Shire Reserve which requires pegs or posts to be driven into the ground, you will need to contact Dial Before you Dig on 1100 to discuss your requirements with the Shire. Pegs and posts have the potential to damage the underground reticulation system and cause serious damage. Representatives from the Shire of Cuballing are available to meet you on site to discuss your requirements. *Please note that if you are responsible for damaging the reticulation system you will be liable for the cost of repairing the damage.*



Quick Tip

Dial-Before-You-Dig on 1100 and call the Shire before putting posts into the ground.

5.4 Crowd Control & Security

The ultimate responsibility to ensure patron safety rests with the event organisers. If security personnel and/or crowd controllers are required, they are to be in accordance with figures provided

by the WA Department of Health: Two crowd controllers for the first 100 attendees, plus one crowd controller per every additional 100 attendees

Organisers must ensure that:

- They develop a pre-arranged crowd control plan, standing orders and procedures.
- They hire sufficient personnel to allow relief for meal breaks, illness, etc.
- There is gender diversity among the Security and/or Crowd Control personnel to ensure access to all areas of the event.
- Security/Crowd Control personnel are adequately briefed prior to the event and are experienced in crowd control matters.
- Security/Crowd Control personnel remain on duty at the conclusion of the event until the orderly dispersion of the patrons has occurred.
- Security/Crowd Control personnel are present specifically at entry and exit points, stages, concession areas, toilets and on crowd control barriers to ensure there are no disturbances in these areas.
- Security/Crowd Controllers are on site at least one hour before venue is open to the public.
- Security/Crowd controllers are easily identifiable and, depending on the type of event, may need to have communication equipment, a torch and personal protective equipment.



Quick Tip

Hire two Crowd controllers for the first 100 attendees, plus one crowd controller per every additional 100 attendees.

5.5 Toilet Facilities

Event organisers are responsible for the provision of adequate ablution facilities for attendees in accordance with the Department of Health and the Shire local laws. Ablution (toilet) facilities for the event will need to be provided in accordance with the following table. If projected attendance numbers for your event exceed 10,000 people, please consult the Shire’s Senior Environmental Health Officer to discuss requirements.

TOTAL ATTENDANCE NUMBERS	MALE TOILET	MALE URINAL	MALE HAND BASIN	FEMALE TOILET	FEMALE HAND BASIN
0 – 1000	2	1.5m	1	5	1
1000 - 2000	3	3m	2	10	2
2000 – 3000	4	4.5m	3	15	3
3000 – 4000	5	6m	4	20	4

4000 – 5000	6	7.5m	5	25	5
5000 - 6000	7	9m	6	30	6
6000 – 7000	8	10.5m	7	35	7
7000 – 8000	9	12m	8	40	8
8000 – 9000	10	13.5m	9	45	9
9000 – 10,000	11	15m	10	50	10

The number of facilities provided according to the table above can be altered according to the table below.

DURATION OF EVENT	% OF ABOVE TABLE VALUES
More than 8 hours	100% of table values
6 hours, but less than 8 hours	80% of table values
4 hours, but less than 6 hours	75% of table values
Less than 4 hours	70% of table values
If the event is alcohol free	50% of table values

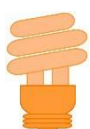
Applicants will also need to ensure:

- Disabled toilets are provided
- Adequate gender signage is displayed on all additional toilets provided
- Lighting is supplied to toilets if your event is held from 6pm onwards

5.6 Water Supply

Quantities of potable water must be made available for drinking, hygiene and cooling purposes especially during summer events. It is preferable that scheme water is used. Non-scheme water supplies should be tested for compliance with the National Health and Medical Research Council *Australian Drinking Water Guidelines*.

For an event longer than two hours in duration a minimum of two litres of free potable drinking water must be available per person. One free water outlet is to be provided per 500 people. If alcohol is being served, under the *Liquor Control Act 1988*, it is mandatory for a licensee to provide free drinking water to patrons.



Quick Tip

Have drinkable (potable) water available during your event if longer than two hours

5.7 Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event. Power access and requirements should be discussed with the property manager of the venue, or with the Shire for public facilities.

All generators, electrical cables, switches, fuses and the like should be kept clear of patrons and be properly and safely secured. Electrical cables should be laid either UNDERGROUND or OVERHEAD in compliance with all necessary legislation. No cables are to lie on the ground, unless adequately protected to the satisfaction of the Shire as they can present a serious hazard. All electrical equipment must be appropriately tagged and comply with all legislative requirements.



Quick Tip

Electrical cables should be laid either UNDERGROUND or OVERHEAD in compliance with all necessary legislation. No cables are to lie on the ground, unless adequately protected to the satisfaction of the Shire



Form Required

A licensed electrical contractor is required to certify any electrical installations and complete a Certificate of Electrical Compliance which must be provided to the Shire along with event documentation.

5.8 Rubbish

Event organisers are responsible for the cleaning arrangements during and after the event. All premises used for events, including parks, reserves and halls, are to be left completely free of rubbish and debris. If rubbish is left after the event, the Shire will charge the event organisers for the cost of cleaning and disposal.

It is the organiser's responsibility to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of correctly. Should you need to obtain additional bins, please contact the Shire for assistance. The Shire may also be able to provide rubbish collection for a fee.



Quick Tip

Tidy up after your event to avoid fees! Contact the Shire to obtain additional bins.

5.9 Noise

Minimising Disturbance to Others

If any amplified equipment such as stereos, musical instruments, PA systems or similar are to be used in the running of your event, consideration must be given to compliance with the *Environmental Protection (Noise) Regulations 1997*, to minimise disturbance of surrounding residents. It is recommended that if noise is to be created, residents should be notified of the event in writing, at least seven days prior to the event.

When notifying residents ensure that you include a contact number for the organiser so any noise complaints can be brought to their attention. As a general condition, Council reserves the right to require the use of amplified equipment to cease where the level of noise generated is considered likely to constitute a nuisance to others.



Quick Tip

If you expect noise at your event, notify close by residents at least seven days prior to the event and include the contact number for the event organiser

Exceeding Assigned Noise Levels

Generally, noise emitted from any premises must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*. If an event were to lose its character or useful by abiding by the assigned noise levels, *Noise Regulation 18* allows the Chief Executive Officer of the local government to approve the event. In this circumstance a Noise Management Plan may be required.

If significant noise is to be made, the applicant may be required to apply for approval of a "Non-Complying Event", which can be granted by the Shire's Chief Executive Officer and Department of Environmental Protection. An application must be made to the local government at least 60 days before the event and be accompanied by a \$1,000 application fee.



Quick Tip

Is there an event that is going to be loud? You may need to apply to the Shire 60 days prior to the event with a \$1000 application fee.

5.10 Camping

Approval is required from the Shire for camping.

The event organiser must make arrangements for wastewater, toilets, showers, disposal of rubbish and potable water access in accordance with local laws and the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*. Further information can be obtained from the relevant Acts.

All other requirements will be set in accordance with the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*. The licence you receive will contain specific requirements that must be complied with relating to the temporary caravan park or camping ground. The Environmental Health Officer will consult with the applicant prior to setting the conditions on the licence.



Form Required

A completed Temporary Camping Licence Application is to be submitted with your event application.

Water is to be provided in accordance with the Department of Health guidelines:

TOTAL CAMPERS	POTABLE WATER LITRES	NON-POTABLE WATER LITRES	TOTAL LITRES
0 – 250	500	2,500	3,000
251 – 500	1,000	5,000	6,000
501 – 1,000	2,000	10,000	12,000
1,001 – 2,000	4,000	20,000	24,000

2,001 – 5,000	10,000	50,000	60,000
5,001 – 10,000	20,000	100,000	120,000

5.11 Amusement Rides & Structures

Amusement rides must comply with *Australian Standard AS3533* they must be inspected and maintained by a competent person. Yearly inspections of structures and regular maintenance should be recorded in a logbook. The applicant should ensure each operator has an up-to-date logbook. Amusement rides must be registered with WorkSafe in the current owner’s name. Event organisers should ensure that operators have their rides registered with WorkSafe. Operators should also have an installation checklist that is completed after each installation.

5.12 Fireworks

If you intend to conduct fireworks at your event, specific State regulations must be complied with. You must obtain a relevant application form from the Department of Mines, Industry Regulation and Safety www.dmp.wa.gov.au. The application form requires signed approval from the Police Department, Fire and Emergency Services and the Shire. Approval by the Shire may be subject to an application fee. Please submit copies of Department documents to the Shire prior to the event.

5.13 Use of Airspace

Contact the Civil Aviation Safety Authority regarding use of airspace and air-site facilities, including drones, or visit www.casa.gov.au.

6. Parking & Traffic Management

6.1 Parking Requirements

If parking problems may occur at (or because of) your event, please contact the Shire to determine any additional parking options. A Parking Management Plan will need to be included, incorporating how the plan will be implemented and managed. Disabled access must be provided, and the use of shared or public transport is encouraged.

Temporary road closure is required for major events where the road needs to be closed to traffic for a significant length of time. Contact the Western Australian Police (WAPOL) or the local Police Station for relevant form(s).



Form Required

Parking Management Plan submitted to Shire



Form Required

A “Permit to Hold a Public Meeting and/or Conduct a Procession” is required when the group comprises three or more persons communicating, expressing or obtaining a view, and where members of the public are invited, induced or permitted to attend.

Contact WAPOL or the local Police Station for relevant form(s).

Depending on the type of event, the applicant may be required to complete more than one application form. The following table outlines the application form(s) required for each event – but event organisers must consult with the local Police Station to confirm their arrangements:

EVENT	ROAD CLOSURE FORM	SUSPENSION OF REGULATIONS	PERMIT FOR PROCESSION/ PUBLIC MEETING
Street Party	✓		
Cycle Race – On Road		✓	
Cycle Race – Track Circuit	✓	✓	
Vehicle Race (e.g. Rally)	✓	✓	
Market Stalls	✓		
Procession		✓	✓
Public Meeting	✓		✓
Sporting Event	✓		

Community Festival	✓		
Marathon/Triathlon		✓	

If the usual flow of traffic will be affected, the applicant may also be required to submit a Traffic Management Plan to the Shire to ensure public safety.



Quick Tip

The event must also be advertised in the local newspapers and with appropriate signage, for a minimum of two weeks before the event.

Categories & Timing for Applications

Please be aware that WAPOL has prescribed time periods varying from one to six months to assess your application, depending on the nature of the event. Fees apply. Please contact WAPOL for further information. Following approval from the Shire and Main Roads WA (if required), the event organiser is to submit the completed form(s) to the local Police Station for approval and payment of any associated fees.

For a temporary road closure where the event involves a street or locality event, which does not involve large public participation, the applicant must obtain and record the consent of not less than two thirds of the occupiers of land immediately adjacent to the road it is proposing to close.

6.2 Traffic Management

Event promotional material is to include car parking and directional information. All parking must occur in allocated bays or areas. A fine may be imposed on any vehicles parked outside allocated parking bays.

Approvals Required

Organisers seeking to hold an event on a road such as a street party, vehicle race, athletic competition or race, public meeting or procession are required to seek approval from the Shire and WAPOL. If the event is to be held on main roads or highways, the applicant must also seek the approval of Main Roads WA.

Applicants must firstly obtain the appropriate form(s) from their local Police Station. The forms may include some or all of the following:

If usual flow of traffic is expected to be affected by the event, the Shire and/or Main Roads WA requires a Traffic Management Plan to be submitted showing detours, closures, local access points, signs and marshals being provided (including the provision for road safety cones and the erection of appropriate signage at cost to your organisation)

The Traffic Management Plan must conform to *Australian Standard AS 1742.3* and to the Traffic Management for Work on Roads Code of Practice and must be prepared by a suitably qualified person. Inadequate traffic management plans have liability implications for the Shire and your organisation. Further information can be obtained from the Main Roads WA website at www.mrwa.wa.gov.au.

Accreditation details for field personnel responsible for erecting and maintaining signage and undertaking traffic control duties must also be provided to the Shire as part of the Traffic Management Plan. The Shire may be able to assist with the loan or hire of traffic signs. Please contact the Shire for details.

Provided Transport

If transport is being provided, the driver(s) must hold the correct licence level to provide the service for paying or non-paying passengers (as applicable). If passengers are paying, the vehicle is classified as a charter vehicle and must have a charter vehicle licence attached to that vehicle registration. For more information, refer to the Department of Transport website: www.transport.wa.gov.au.

6.3 Traffic Management Plans

Why is traffic management required?

The Shire's road network provides the opportunity for organisations and community groups to stage events on roads for the benefit of the public at large. Such events need to be managed in a way that ensures the safety of all involved and minimises disruptions to the normal daily usage and function of our road network. The impact of events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also needs to be considered.

When is traffic management required?

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway; or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a Traffic Management Plan is prepared that adequately provides for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

What traffic management is required?

Traffic Management Plans shall be prepared as per the requirements in the Traffic Management for Works on Roads Code of Practice. The current version of the Traffic Management for Works on Roads Code of Practice can be obtained by searching the Main Roads WA website www.mainroads.wa.gov.au.

It should be noted that event organisers are not permitted to prepare a Traffic Management Plan or implement a Traffic Management Plan unless they hold the appropriate accreditation. Accreditation is covered in the Code of Practice and should be referenced for exact requirements but in general:

- All Traffic Management Plans shall be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management (AWTM).
- Selection of a site appropriate generic approved Traffic Management Plan (such as those provided in the Code of practice) shall be by a person holding Main Roads accreditation in Basic Worksite Traffic Management (BWTM).
- Implementation of traffic signs and devices according to an approved Traffic Management Plan shall be by a person holding Main Roads accreditation in Basic Worksite Traffic

Management (BWMT) or an Event Traffic Controller (ETC) under the conditions stated in the Code of practice.

- Operation of a stop-Slow bat shall be by a person holding Main Roads accreditation is a Traffic Controller (TC) or an Event Traffic Controller (ETC) under the conditions stated in the Code of practice.

What traffic management approvals do I need?

Traffic Management Plans need to be reviewed and approved by the road authority on which they will be implemented. Usually this will be the Shire but may be Main Roads WA or both.

Roads under the authority of Main Roads WA within the Shire of Cuballing are:

- Great Southern Highway/Ridley Street

For events impacting these roads, approval will need to be sought directly from Main Roads WA.

What fees apply?

The Shire charges fees for the evaluation of traffic managements plans with plans requiring evaluation within 28 days attract a higher fee. These fees are specified in the current fees and charges available from the Shire website <https://www.cuballing.wa.gov.au>.

7. Promotion & Signage

If any signage advertising the event is proposed, approval may be required from the Shire. Approval will require details such as sign size, number, location, fastening details, construction materials. To discuss your event signage, contact the Shire's Senior Planner. You may need to arrange a meeting to discuss your signage.



Quick Tip

Consider where you will put your signs to advertise your event leading up to the event and signage within the actual event area. All signs on main roads need Main Roads WA approval, which must be sent to the Shire.



Form Required

Event Signage

Note: If the sign is to be placed on a main road or highway, all documentation and Shire approval must be sent to the local office of Main Roads WA seeking their approval. Once Main Roads approval has been given, a copy must be provided to the Shire.

END OF DOCUMENT

9.2.5 2026 WALGA Annual General Meeting and Convention

Applicant: N/A
File Ref. No: ADM
Disclosure of Interest: Nil
Date: 13 June 2026
Author: Chris Paget – Chief Executive Officer
Attachments: Nil

Summary

Councillors are asked to confirm their interest and attendance at the 2026 WALGA Conference and elect voting delegates and proxies for the WALGA Annual General Meeting.

Background/Comment

Each year the Western Australian Local Government Association (WALGA) holds its Annual General Meeting (AGM) in conjunction with its annual Convention. Once again the Convention is being held at Perth Exhibition and Convention Centre from Wednesday 16th to Friday 18th September 2026. Nomination as an AGM delegate does not require attendance at the Convention, though it does require prior registration to allow free admission to the AGM venue.

Key dates in relation to the AGM are as follows:

- Member motions must be submitted prior to 5.00pm on Thursday, 30 July 2026.
- WALGA requests that registration be completed via the link provided prior to 5.00pm on Tuesday, 1 September 2026. However, Delegate registrations can be completed or amended up until the start of the AGM at 2.30pm on Thursday, 17 September 2026.
- Thursday, 17 September 2026 at 2.30pm – WALGA Annual General Meeting, Perth Convention and Exhibition Centre.

Council needs to nominate up to two voting delegates for the WALGA Annual General Meeting. These delegates are normally the Shire President and the Deputy Shire President (if they are attending). Two proxy delegates should be nominated in case they are required.

It should be noted that this year the WALGA event is being held at the same time as the first days of the 2026 Cuby Groovefest, which will run from the evening of 17th September (official opening function at the Cuballing Agricultural Hall), through to the early hours of Sunday 20th September. In this case it would be possible for any Council delegates to be registered to attend only specific days should they wish to take part in both.

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.

The AGM provides the opportunity to contribute to strategic issues affecting the sector.

Financial Implications

Full conference registration costs \$1,300 (up by \$50 on previous years) plus accommodation, meals and any related event functions. Attendance at the AGM is free.

The total cost for 2025 was \$6520 which was for registrations, accommodation, food and travel for 3 delegates.

Policy Implications

Council Policy 3.11 - Councillor Attendance at Conferences, Seminars or Workshops says the following:

“All Councillors and the CEO and their partners are entitled to attend the WALGA State Conference.”

Voting Requirements
Simple majority

OFFICER'S RECOMMENDATION:

1. That Council nominates the following delegates to the 2026 WALGA Annual General Meeting and Convention:

Names:

2. That the following persons be nominated as the voting delegates for the 2026 AGM:

Delegate 1:

Delegate 2:

Proxy 1:

Proxy 2 (if required):

9.2.6 Community Emergency Services Manager – Quarterly Progress Report

Applicant: Internal document
File Ref. No:
Disclosure of Interest: Nil
Date: 13 June 2026
Author: Paul Gibson – CESM
Attachments: Nil

Summary

For Council to receive the Shire of Cuballing CESM quarterly progress report based on the agreed Business Plan with DFES and the Shires of Cuballing, Narrogin and West Arthur.

Comment

The key strategic intentions and progress indicators are listed in the report below.

Statutory Environment

Emergency Management Act 2005

Joint Shires & DFES MOU for the Provision of a Local Government Employed CESM

Policy Implications

Nil

Financial Implications

Shared CESM costs to each Shire and DFES are outlined in the MOU.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Social

- 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:

That Council receives and notes the CESM Quarterly Progress Report.



**SHIRE
OF
CUBALLING
CESM REPORT**

Strategic Intention 1: Prevention

Bushfire Risk Mitigation Plan

The Shire of Cuballing's Bushfire Risk Management Plan has been formally endorsed by the Office of Bushfire Risk Management, making the Shire eligible for Mitigation Activity Funding.

This will continue to be reviewed and updated by the CESM.

Mitigation Funding

26/27 Mitigation funding application has been submitted. Funding has been requested for the total of \$59,263.80. Outcome of the Application is expected in July 2026.

The areas identified for mitigation works include

- Popanyinning Tip
- Francis Street Popanyinning
- Hotham Street Popanyinning
- Forrest Road Popanyinning (Powerline Track)
- Baylis Street Popanyinning
- Cuballing Tip
- Darcy Street Bushland

Strategic Intention 2: Preparedness

Local Government Grant Scheme

LGGS funding application was received by the DFES LGGS Committee. The offer for this financial year is \$81,000. Capital Items and Requested Equipment to be put before the LGGS Committee in June, outcome shortly thereafter.

Local Emergency Management Arrangements

Documents drafted for review and feedback by Local Governments & DFES by 29th May 2026.

9.2.7 Proposal – Bushfire Brigade Restructure and Training Framework

Applicant:	Internal document
File Ref. No:	ADM84
Disclosure of Interest:	Nil
Date:	16 June 2026
Author:	Paul Gibson – CESM / Chris Paget - CEO
Attachments:	Nil

Purpose

To seek Council endorsement for the re-structure of the Shire of Cuballing Bushfire Service by separating the existing joint Cuballing/Popanyinning Bushfire Brigade into two independently registered Bushfire Brigades, and to adopt minimum training standards for volunteer brigade members and Fire Control Officers.

Background / Comment

The Shire of Cuballing currently operates a joint Cuballing/Popanyinning Bushfire Brigade structure.

Following consultation with the Chief Bushfire Control Officer (CBFCO), Mr Anthony Mort, it has been identified that the current arrangement places significant administrative and operational responsibilities on the Chief Bushfire Control Officer and Shire Administration Staff, and does not fully support brigade ownership, accountability, leadership development, or efficient mobilisation of resources.

The proposed structure aligns with contemporary emergency management principles by establishing clear brigade leadership, defined response areas, improved accountability, and streamlined mobilisation arrangements while maintaining operational flexibility during larger incidents.

Proposed Brigade Structure

The proposal would establish:

- Cuballing Bushfire Brigade (Registered Brigade)
- Popanyinning Bushfire Brigade (Registered Brigade)

Each brigade would have its own:

- Captain
- Lieutenant(s)
- Secretary
- Membership register
- Training records
- Recognition and award management
- Brigade administration

Overall command and strategic oversight would remain with the:

- Chief Bushfire Control Officer
- Deputy Chief Bushfire Control Officer
- Fire Control Officers

This structure distributes brigade management responsibilities to local brigade leadership and reduces the administrative burden currently placed on the Chief Bushfire Control Officer.

Proposed Response Areas

For operational purposes, the following primary response areas are proposed:

Popanyinning Bushfire Brigade

Primary response area:

- North of Yornaning East Road
- North of Yornaning West Road

Upon notification of an incident within this area, the DFES Communications Centre may, following consultation with the Chief Bushfire Control Officer (or delegate), mobilise the Popanyinning Bushfire Brigade via SMS.

Cuballing Bushfire Brigade

Primary response area:

- South of Yornaning East Road
- South of Yornaning West Road

Upon notification of an incident within this area, the DFES Communications Centre may, following consultation with the Chief Bushfire Control Officer (or delegate), mobilise the Cuballing Bushfire Brigade via SMS.

Whole of Shire Response Capability

The proposed response areas are intended to provide an efficient first response model and do not restrict brigade operations.

The Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, or delegated Fire Control Officer may determine that:

- Both brigades are mobilised simultaneously;
- Additional resources are required; or
- A whole-of-Shire response is appropriate.

Examples may include:

- High Fire Danger Days
- Extreme Fire Danger Days
- Total Fire Ban Days
- Significant bushfires
- Campaign incidents

- Incidents threatening life or critical infrastructure

Under these circumstances, both brigades would receive mobilisation notifications regardless of their primary response area.

Farm Response Volunteers

To improve administration and membership management, Farm Response Volunteers would be attached to the brigade located within their primary geographic area.

Proposed Membership Allocation:

Popanyinning Bushfire Brigade

- Farm Response Volunteers located north of Yornaning East Road and Yornaning West Road.

Cuballing Bushfire Brigade

- Farm Response Volunteers located south of Yornaning East Road and Yornaning West Road.

This arrangement is primarily administrative and intended to assist with:

- Membership management
- Training compliance
- Awards and recognition
- Volunteer engagement
- Mobilisation arrangements

Importantly, this allocation does not restrict Farm Response Volunteers from responding anywhere within the Shire where their assistance is requested.

Training Framework

The proposed training framework aligns with the recommendations contained within the State Hazard Plan – Fires and recognises the differing operational roles undertaken by Bushfire Brigade members, Farm Response Volunteers and Fire Control Officers.

Established Bushfire Brigades

- Cuballing Bushfire Brigade
- Popanyinning Bushfire Brigade

Minimum Training Standard:

Bushfire Safety Awareness

- Bushfire Characteristics and Behaviour
- Bushfire Safety and Survival
- Suppress Bushfire

Firefighting Skills

- Introduction to Map Reading
- Introduction to Communications
- Tools and Equipment
- Crew Protection

Timeframe

Members are to complete the required training within:

12 months of commencing membership

This training recognises that brigade members regularly operate on Local Government Grant Scheme (LGGS) funded firefighting appliances and may be required to undertake more complex firefighting activities.

Farm Response Volunteers

Minimum Training Standard:

- **Rural Fire**

Awareness Timeframe

Members are to complete the training within 6 months of commencing membership

This reflects the role of Farm Response Volunteers who are more likely to respond using private farm firefighting equipment and vehicles, while still requiring a sound understanding of bushfire behaviour, safety and suppression principles.

Fire Control Officers

Minimum Training Standard:

- **Fire Control Officer Course**

The course provides knowledge relating to:

- Bush Fires Act 1954
- Fire Control Officer powers and responsibilities
- Local Government procedures
- Incident management responsibilities
- Fire prevention and permit processes

Timeframe

Fire Control Officers are to complete the course:

Within 6 months of appointment, or at the next available course they are reasonably able to attend.

Benefits of the Proposed Re-Structure

The proposed model will:

- Strengthen local brigade ownership and accountability.
- Provide clear leadership structures within each community.
- Reduce administrative workload on the Chief Bushfire Control Officer.
- Improve volunteer engagement.
- Streamline mobilisation arrangements.
- Improve membership and training record management.
- Align the Shire's brigade structure with contemporary emergency management practices.
- Support succession planning and leadership development.
- Enhance operational capability and preparedness across the Shire.

Statutory Environment

Local Government Act 1995

Bush Fires Act 1954 Part IV Division 1 Local Governments

Emergency Management Act 2005

Policy Implications

There are no direct policy implications arising from this report.

Financial Implications

A restructure to two separately registered brigades is likely to attract a small amount of additional LGGs funding through DFES.

Consultation

Department of Fire and Emergency Services

Chief Executive Officer

Chief Bushfire Control Officer

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:

Social

- Enhancing focus on emergency management.

Governance

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

Voting Requirements

Absolute majority required

OFFICER'S RECOMMENDATION:

That Council:

- 1. Endorses the restructure of the existing Cuballing/Popanyinning Bushfire Brigade into two separately registered brigades.**
- 2. Endorse the establishment of primary response areas based on Yornaning East and Yornaning West Roads as outlined in this report.**
- 3. Endorse the allocation of Farm Response Volunteers to the brigade corresponding with their geographic location for administrative and training purposes.**
- 4. Adopt the minimum training standards outlined in this report for Established Bushfire Brigade Members, Farm Response Volunteers, and Fire Control Officers.**
- 5. Authorises the Chief Executive Officer, with assistance from the Community Emergency Services Manager, to undertake all administrative actions necessary to implement the endorsed brigade structure, gazettal arrangements, and associated operational procedures.**



PROPOSED STRUCTURE



CHIEF BUSHFIRE CONTROL OFFICER

DEPUTY CHIEF BUSHFIRE CONTROL OFFICER

FIRE CONTROL OFFICERS

FIRE WEATHER OFFICERS

CUBALLING BUSHFIRE BRIGADE

- Captain
- FCO
- Lieutenant x ?
- Secretary

POPANYINNING BUSHFIRE BRIGADE

- Captain
- FCO
- Lieutenant x ?
- Secretary

FARM RESPONSE VOLUNTEERS

Rural Fire Awareness

Rural Fire Awareness is the recommended minimum standard for all other personnel operating on a fire ground.

FARM RESPONSE VOLUNTEERS

Rural Fire Awareness

Rural Fire Awareness is the recommended minimum standard for all other personnel operating on a fire ground.

Bushfire Safety Awareness

- Bushfire Characteristics and Behaviour
- Bushfire Safety and Survival
- Suppress Bushfire

Firefighting Skills

- Introduction to Map Reading
- Introduction to Communications
- Tools and Equipment
- Crew Protection

SHIRE WORKS CREW VOLUNTEERS

Rural Fire Awareness

Rural Fire Awareness is the recommended minimum standard for all other personnel operating on a fire ground.

Recommended minimum standard for all personnel operating on a fire ground, using DFES or Local Government Grant Scheme (LGGs) (or equivalent specification) firefighting appliances.

9.2.9 Statement of Financial Activity - July 2025

Applicant: N/A
File Ref. No: ADM214
Disclosure of Interest: Nil
Date: 16th June 2026
Author: Chris Paget – Chief Executive Officer
Attachments: 9.2.9A Statement of Financial Activity July 2025

Summary

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

Background / Comment

Following the 2025/26 interim audit work undertaken between May 6-8th this year, it was identified that the July 2025 monthly financial statements had inadvertently not been presented to Council within 2 months of its preparation date as required. This unfortunate oversight occurred during a very busy period of last year when the administration team were very short of staff, and the then Deputy CEO was off work commencing long-term medical treatment.

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 30th June 2026 for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Statutory Environment

Local Government Act 1995 s.6.4

Local Government (Financial Management) Regulations 1996 regs 34 & 35

Financial Implications – Nil

Consultation

AMD Auditors

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That the Statement of Financial Activity for the Shire of Cuballing for the period ending 31st July 2025 be received.

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

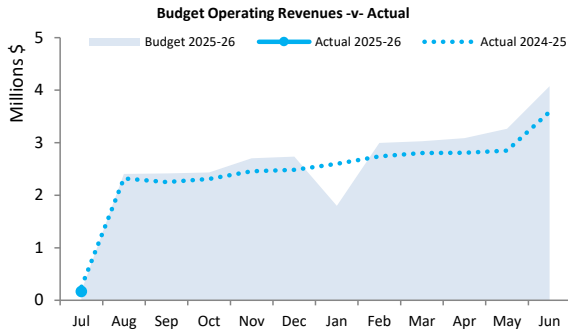
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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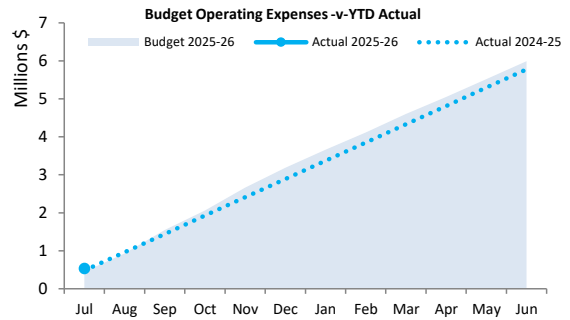
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OPERATING ACTIVITIES

OPERATING REVENUE

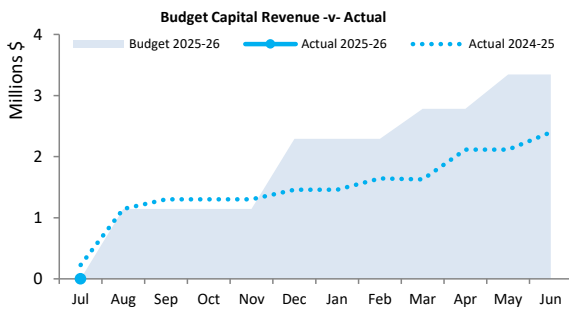


OPERATING EXPENSES

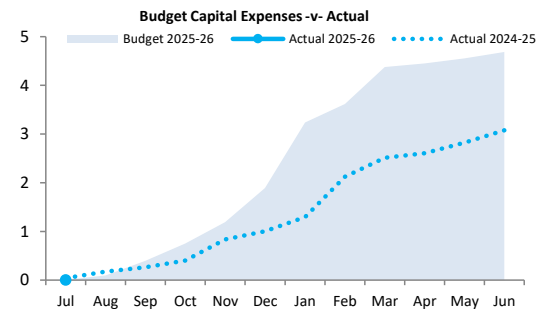


INVESTING ACTIVITIES

CAPITAL REVENUE

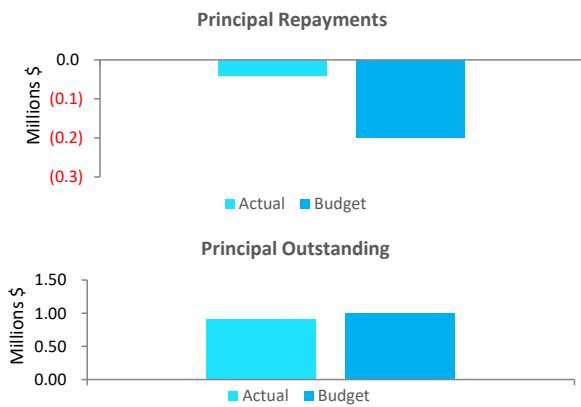


CAPITAL EXPENSES

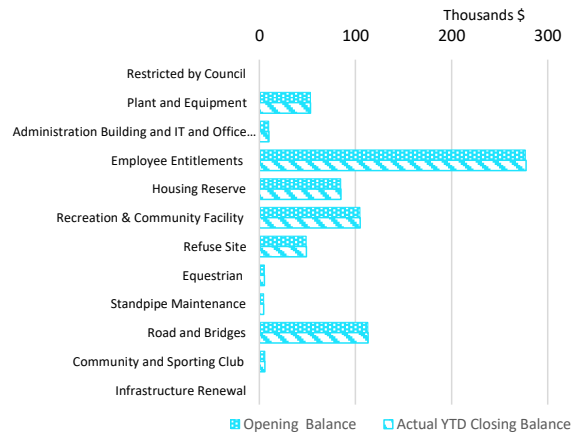


FINANCING ACTIVITIES

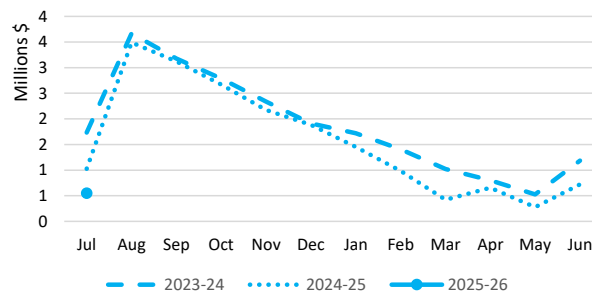
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

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	\$0.71 M	\$0.18 M
Closing	\$0.00 M	\$0.45 M	\$0.55 M	\$0.10 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.46 M	35.7%
Restricted Cash	\$0.83 M	64.3%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.10 M	
0 to 30 Days		39.2%
Over 30 Days		60.9%
Over 90 Days		0.2%

Refer to Note 5 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.09 M	30.9%
Trade Receivable	\$0.03 M	% Outstanding
Over 30 Days		71.2%
Over 90 Days		\$. M

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.85 M	(\$0.03 M)	(\$0.12 M)	(\$0.09 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$0.00 M	
YTD Budget	\$0.00 M	0.0%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.15 M	
YTD Budget	\$0.15 M	(2.4%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.01 M	
YTD Budget	\$0.01 M	(6.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.24 M)		(\$0.00 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.10 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.00 M	
Amended Budget	\$4.69 M	(100.0%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.00 M	
Amended Budget	\$3.34 M	(100.0%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.14 M)	(\$0.04 M)	(\$0.04 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	(\$0.00 M)
Principal due	\$0.92 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.71 M
Interest earned	\$0.00 M

Refer to Note 9 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2025**

NATURE OR TYPE DESCRIPTIONS

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.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	528,029	528,029	712,936	184,907	35.02%	▲
Revenue from operating activities							
Rates		1,839,478	0	0	0	0.00%	
Rates (excluding general rate)		701	0	0	0	0.00%	
Operating grants, subsidies and contributions	11	1,671,139	153,377	149,690	(3,687)	(2.40%)	
Fees and charges		396,374	12,282	11,488	(794)	(6.46%)	
Interest earnings		90,700	7,557	2,935	(4,622)	(61.16%)	
Other revenue		69,770	5,811	2,638	(3,173)	(54.60%)	
Profit on disposal of assets	6	8,000	0	0	0	0.00%	
		4,076,162	179,027	166,751	(12,276)	(6.86%)	
Expenditure from operating activities							
Employee costs		(1,304,853)	(108,694)	(196,116)	(87,422)	(80.43%)	▼
Materials and contracts		(1,350,489)	(88,722)	(77,627)	11,095	12.51%	▲
Utility charges		(174,753)	(9,995)	(6,203)	3,792	37.94%	
Depreciation on non-current assets		(2,808,152)	(234,000)	(240,723)	(6,723)	(2.87%)	
Interest expenses		(45,978)	(4,966)	(4,966)	0	0.00%	
Insurance expenses		(238,568)	0	0	0	0.00%	
Other expenditure		(59,466)	(1,108)	(5,209)	(4,101)	(370.13%)	
Loss on disposal of assets	6	(9,000)	0	0	0	0.00%	
		(5,991,259)	(447,485)	(530,844)	(83,359)	18.63%	
Non-cash amounts excluded from operating activities	1(a)	2,767,400	234,000	241,607	7,607	3.25%	
Amount attributable to operating activities		852,303	(34,458)	(122,486)	(88,028)	255.46%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	3,344,919	0	0	0	0.00%	
Proceeds from disposal of assets	6	96,000	0	0	0	0.00%	
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)	(5,000)	(1,689)	3,311	66.22%	
Amount attributable to investing activities		(1,244,452)	(5,000)	(1,689)	3,311	(66.22%)	
Financing Activities							
Proceeds from new debentures	8	250,000	0	0	0	0.00%	
Transfer from reserves	9	50,000	0	0	0	0.00%	
Repayment of debentures	8	(198,381)	(40,247)	(40,247)	0	0.00%	
Transfer to reserves	9	(237,499)	(1,872)	(2,218)	(346)	(18.48%)	
Amount attributable to financing activities		(135,880)	(42,119)	(42,465)	(346)	0.82%	
Closing funding surplus / (deficit)	1(c)	0	446,452	546,296	99,844	(22.36%)	▲

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 POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 September 2025

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

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(8,000)	0	0
Less: Movement in liabilities associated with restricted cash		(41,752)	0	884
Movement in pensioner deferred rates (non-current)		0	0	0
Add: Loss on asset disposals	6	9,000	0	0
Add: Depreciation on assets		2,808,152	234,000	240,723
Total non-cash items excluded from operating activities		2,767,400	234,000	241,607

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

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

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 July 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(893,562)	(706,063)	(708,281)
Add: Borrowings	8	229,369	178,185	137,937
Add: Provisions employee related provisions	10	234,901	276,653	277,537
Total adjustments to net current assets		(429,292)	(251,225)	(292,807)

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

Current assets

Cash and cash equivalents	2	1,105,754	1,403,040	1,290,144
Rates receivables	3	149,928	94,517	92,153
Receivables	3	0	57,594	27,265
Other current assets	4	45,284	41,703	41,703
Less: Current liabilities				
Payables	5	(331,374)	(136,203)	(155,920)
Borrowings	8	(229,369)	(178,185)	(137,937)
Contract liabilities	10	(116,006)	(123,380)	(123,380)
Provisions	10	(194,925)	(194,925)	(194,925)
Less: Total adjustments to net current assets	1(b)	(429,292)	(251,225)	(292,807)
Closing funding surplus / (deficit)		0	712,936	546,296

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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		416,892	123,380	540,272	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		40,892	0	40,892	0	NAB	TBA	N/A
Investment Account - Restricted Funds		0	706,061	706,061	0	NAB	TBA	N/A
Investment Account - Unrestricted Funds		2,219	0	2,219	0	NAB	TBA	N/A
Petty Cash		700	0	700	0	N/A	N/A	N/A
Total		460,703	829,441	1,290,144	0			
Comprising								
Cash and cash equivalents		460,703	829,441	1,290,144	0			
		460,703	829,441	1,290,144	0			

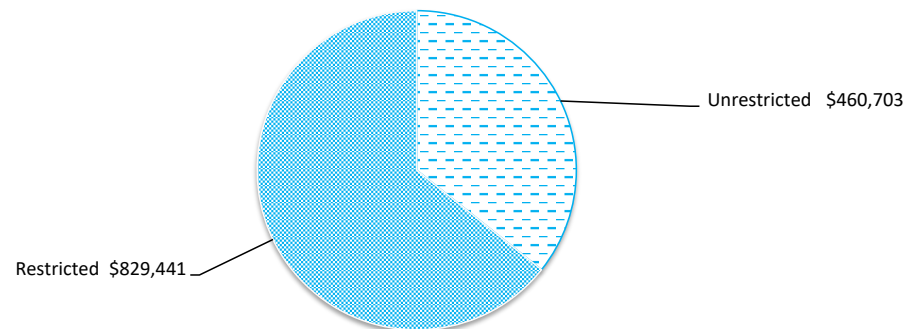
KEY INFORMATION

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

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

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

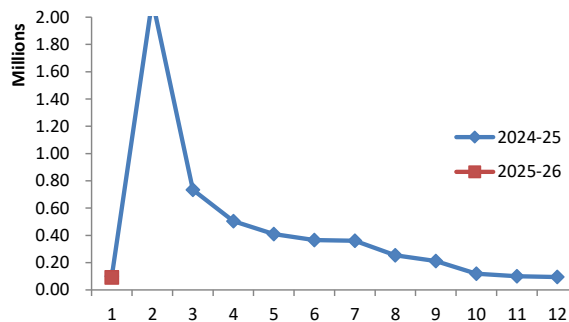
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2025	31 Jul 2025
	\$	\$
Opening arrears previous years	173,082	133,347
Levied this year	1,831,638	0
Less - collections to date	(1,871,373)	(41,194)
Gross rates collectable	133,347	92,153
Net rates collectable	133,347	92,153
% Collected	93.3%	30.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(156)	7,807	7,430	0	11,501	26,582
Percentage	-0.59%	29.37%	27.95%	0.00%	43.27%	100.00%
Balance per trial balance						
Sundry receivable						26,582
GST receivable						683
Total receivables general outstanding						27,265

Amounts shown above include GST (where applicable)

KEY INFORMATION

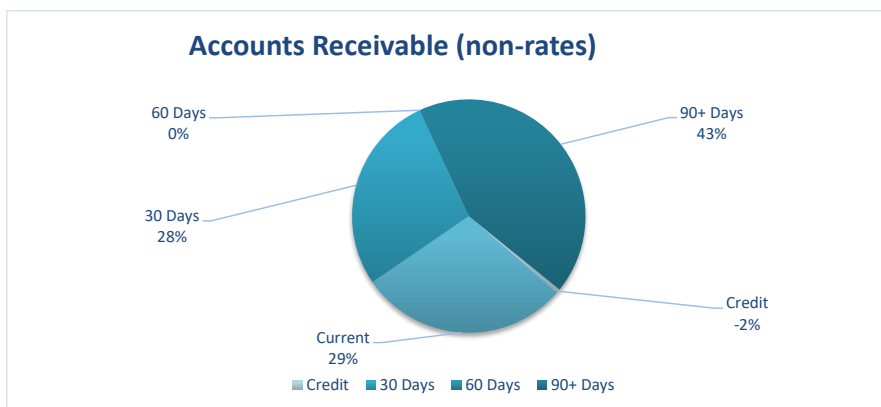
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 July 2025
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	11,419	0	0	11,419
Other Assets				
Prepayments	5,469	0	0	5,469
Accrued income	24,815	0	0	24,815
Total other current assets	41,703	0	0	41,703
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

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

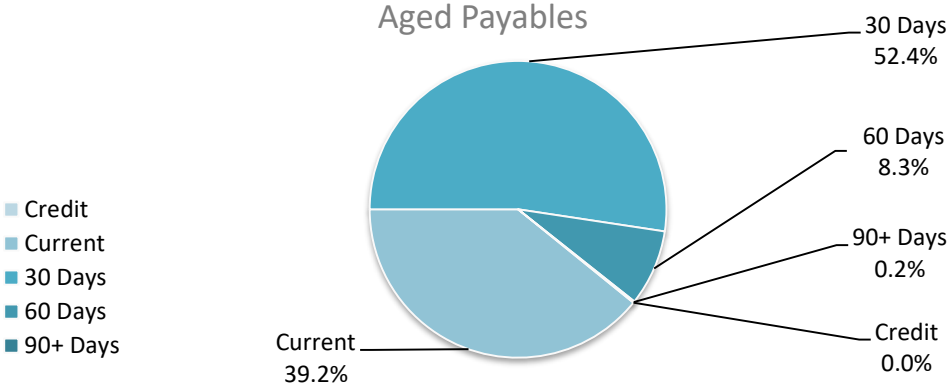
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	19,666	26,304	4,158	83	50,211
Percentage	0%	39.2%	52.4%	8.3%	0.2%	
Balance per trial balance						
Sundry creditors						96,275
ATO liabilities						0
Bonds & Deposits						10,792
Prepaid Rates						48,853
Total payables general outstanding						155,920

Amounts shown above include GST (where applicable)

KEY INFORMATION

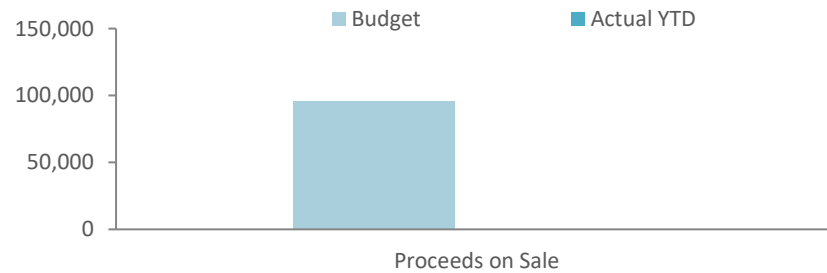
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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



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

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

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



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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	250,000	0	0	0
Buildings	70,600	0	0	0
Furniture and equipment	25,600	0	0	0
Plant and equipment	465,000	0	0	0
Infrastructure - roads	3,624,171	0	1,689	1,689
Infrastructure - bridges	40,000	0	0	0
Infrastructure - parks, ovals & playgrounds	116,500	5,000	0	(5,000)
Payments for Capital Acquisitions	4,685,371	5,000	1,689	(3,311)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,344,919	0	0	0
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	96,000	0	0	0
Contribution - operations	1,044,452	5,000	1,689	(3,311)
Capital funding total	4,685,371	5,000	1,689	(3,311)

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.

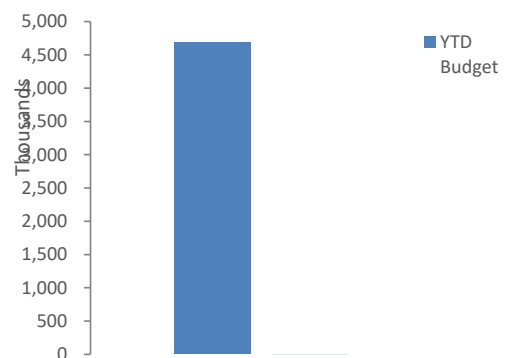
Initial recognition and measurement for assets held at cost

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

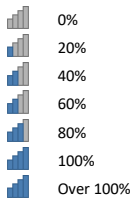
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description	Amended			Variance Under/(Over)
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Land				
C214 Land Purchase - Light Industrial Area	250,000	0	0	0
Total Buildings	250,000	0	0	0
Land & Buildings				
11057 CCTV Camera's	5,100	0	0	0
C215 Popanyinning School House (Lrci Funding)	10,000	0	0	0
C226 Popanyinning School House - Unisex Toilet & Ramp	10,500	0	0	0
C162 Cuballing Town Hall - Capital Works	45,000	0	0	0
Total Buildings	70,600	0	0	0
Furniture & Equipment				
04247 Photocopier Capital Purchase	12,000	0	0	0
C220 Administration Laptops	6,600	0	0	0
C221 Administration Office Furniture	7,000	0	0	0
Total Furniture & Equipment	25,600	0	0	0
Plant & Equipment				
12406 Capital Purchase - Dual Cab Utility	70,000	0	0	0
12414 Capital Purchase - CEO Vehicle Prado GXL	78,000	0	0	0
12420 Capital Expenditure - Plant & Equipment - Small Plant Items	10,000	0	0	0
12425 Capital Expenditure - Plant & Equipment - Variable Message Board	32,000	0	0	0
12433 EXCAVATOR - 15 TONNE	275,000	0	0	0
Total Plant & Equipment	465,000	0	0	0
Roads				
R001H Rrg: Stratherne Road - Widen & Reconstruct Slk 12.77 - 13.82	412,872	0	0	0
R010A Rrg: Springhill Road - Widen & Reconstruct Slk'S 0.08 - 0.58 & Slk 3.85	352,128	0	0	0
RTR011 Rtr: Williams Road - Gravel Sheeting Slk 16.30 - 17.90	59,573	0	0	0
RTR029 Rtr: Congelin-Narrogin Road - Gravel Sheeting Slk'S 4.58 - 6.87 & Slk 8.:	191,067	0	0	0
RTR095 Roads To Recovery - Alton Street	0	0	1,350	(1,350)
RTR096 Roads To Recovery - Austral Street	0	0	339	(339)
RTR139A Rtr: Darcy Street - Completion Of 24/25 Street Alignment Slk 0.00 - 0.3	86,875	0	0	0
WSF009 Wsfm: Cuballing East Road - Reconstruct 5.31K Section Slk 12.80 - 18.1:	2,270,559	0	0	0
WSH008R Wsfm: Cuballing East Road - 24/25 Reconstruction Works Final Seal Slk'	251,097	0	0	0
Total Roads	3,624,171	0	1,689	(1,689)
Bridges				
11214 Bridge Improvements - Capital Upgrades	40,000	0	0	0
Total Bridges	40,000	0	0	0
Parks, Ovals & Playgrounds				
C207 Heritage Walk Trail	15,000	0	0	0
C216 Popanyinning Recreation Grounds	85,000	5,000	0	5,000
C223 Yornaning Dam Playground Fencing	16,500	0	0	0
Total Parks, Ovals & Playgrounds	116,500	5,000	0	5,000
Other Infrastructure				
C225 Remote Weather Stations	10,000	0	0	0
C201 Cuballing Railway Reserve	20,000	0	0	0
C222 Cuballing Town Centre Master Plan	20,000	0	0	0
C227 Popanyinning War Memorial	20,000	0	0	0
C228 Popanyinning Community Shed	15,000	0	0	0
C224 Cuballing Dam Retic Pump	8,500	0	0	0
Total Other Infrastructure	93,500	0	0	0
TOTAL CAPITAL EXPENDITURE	4,685,371	5,000	1,689	3,311

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	56	633,805	0	0	0	(78,795)	633,805	555,010	0	27,945
Transport										
Grader	67	253,617	0	0	(40,247)	(81,283)	213,370	172,334	4,966	9,143
Other property and services										
Austral Land	64	68,171	0	0	0	(16,495)	68,171	51,676	0	1,390
Industrial Land	68	0	0	250,000	0	(21,808)	0	228,192	0	7,500
Total		955,593	0	250,000	(40,247)	(198,381)	915,346	1,007,212	4,966	53,478
Current borrowings		198,381					137,937			
Non-current borrowings		757,212					777,409			
		955,593					915,346			

All debenture repayments were financed by general purpose revenue.

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

KEY INFORMATION

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

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

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

**OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	53,158	2,995	133	85,000	0	0	0	141,153	53,291
Administration Building and IT and Office Equipment	9,834	30	31	0	0	0	0	9,864	9,865
Employee Entitlements	276,653	8,248	884	0	0	(50,000)	0	234,901	277,537
Housing Reserve	84,651	2,523	270	0	0	0	0	87,174	84,921
Recreation & Community Facility	104,684	3,571	334	0	0	0	0	108,255	105,018
Refuse Site	48,818	1,455	156	0	0	0	0	50,273	48,974
Equestrian	5,277	11	17	0	0	0	0	5,288	5,294
Standpipe Maintenance	4,400	131	14	0	0	0	0	4,531	4,414
Road and Bridges	112,874	3,365	361	0	0	0	0	116,239	113,235
Community and Sporting Club	5,714	170	18	0	0	0	0	5,884	5,732
Infrastructure Renewal	0	0	0	130,000	0	0	0	130,000	0
	706,063	22,499	2,218	215,000	0	(50,000)	0	893,562	708,281

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2025
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		123,380	0	0	0	123,380
Total other liabilities		123,380	0	0	0	123,380
Employee Related Provisions						
Annual leave		108,588	0	0		108,588
Long service leave		86,337	0	0		86,337
Total Employee Related Provisions		194,925	0	0	0	194,925
Total other current assets		318,305	0	0	0	318,305

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

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

NOTE 11

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2025		(As revenue)	31 Jul 2025	31 Jul 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Traineeship Incentives	7,374	0	0	7,374	0	7,374	3,687	0
General purpose funding								
Income - Grants Commission	0	0	0	0	0	646,351	0	0
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	79,000	19,750	19,750
Income Fire Mitigation Grants	0	0	0	0	0	91,200	0	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	0	0
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	1,000	0	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	129,940	129,940	129,940
Income - Grants Commission Local Road Grant	0	0	0	0	0	695,374	0	0
	7,374	0	0	7,374	0	1,671,139	153,377	149,690

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

NOTE 12

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2025	Current Liability 31 Jul 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - LRCI Phase 4	105,949	0	0	105,949	0	145,019	0	0
Community amenities								
Community Development & Events - Grants	0	0	0	0	0	10,000	0	0
Transport								
Regional Road Grants	1,352	0	0	1,352	0	510,000	0	0
Wheatbelt Secondary Freight Network	8,704	0	0	8,704	0	2,342,385	0	0
Roads to Recovery	0	0	0	0	0	337,515	0	0
	116,005	0	0	116,005	0	3,344,919	0	0

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

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 Jul 2025
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	36,908	(37,048)	8,234
	8,574	36,908	(37,048)	8,434

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

**NOTE 14
BUDGET AMENDMENTS**

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

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

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

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

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

Nature or type	Var. \$	Var. %	Timing/Permanent	Explanation of positive variances
				Comments
	\$	%		
Opening funding surplus / (deficit)	184,907	35.02% ▲		2024/25 EOFY Adjustments still to be processed
Revenue from operating activities				
Rates	0	0.00%		
Operating grants, subsidies and contributions	(3,687)	(2.40%)	Timing	Not Material
Fees and charges	(794)	(6.46%)	Timing	Not Material
Interest earnings	(4,622)	(61.16%)	Timing	Interest on Term Deposit not accrued
Other revenue	(3,173)	(54.60%)	Timing	Not Material
Profit on disposal of assets	0	0.00%		
Expenditure from operating activities				
Employee costs	(87,422)	(80.43%) ▼	Timing	2024/25 Wages Accrual not processed
Materials and contracts	11,095	12.51% ▲	Timing	Not Material
Utility charges	3,792	37.94%	Timing	Not Material
Depreciation on non-current assets	(6,723)	(2.87%)	Timing	Not Material
Interest expenses	0	0.00%		
Insurance expenses	0	0.00%		
Other expenditure	(4,101)	(370.13%)	Timing	Not Material
Loss on disposal of assets	0	0.00%		
Non-cash amounts excluded from operating activities	7,607	3.25%	Timing	Not Material
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	0	0.00%		
Proceeds from disposal of assets	0	0.00%		
Payments for property, plant and equipm	3,311	66.22%	Timing	Not Material
Non-cash amounts excluded from investir	0	0.00%		
Financing activities				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease lia	0	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	(346)	(18.48%)	Timing	Not Material
Closing funding surplus / (deficit)	99,844	(22.36%)		As per explanations above

9.3.1 Draft 10 Year Plant Replacement Program

Applicant:	Shire of Cuballing
File Ref. No:	ADM118
Disclosure of Interest:	N/A
Date:	16 June 2026
Author:	Bruce Brennan – Manager Works & Services
Attachments:	9.3.1A Draft 10 Year Plant Replacement Program

Summary

The purpose of this report is for Council to formally adopt the Draft 10 Plant Replacement Program for the Shire of Cuballing.

Background

In order for Council to effectively deliver on a challenging roads program it is necessary to invest in fit for purpose plant and equipment.

The plan includes the 2025/26 year for comparison purposes. The proceeds and repayments for the loan for the grader have been included as part of the plant replacement costs and income.

New items of plant are:

- New CAT 930 Front End Loader
- New Mazda BT Single Chassis XS 4X2 Gardeners Utility

Implications

The biggest risk in the works program is machinery breakdown and downtime. Maintaining a fit for purpose fleet mitigates that risk.

The balance in the plant replacement reserve will increase over the next 2 years, even taking account of loan repayments;

The annual cost of mobile plant over the life of the plan is \$335,000 per year. If Council applies this amount each year it will fully fund all plant purchases over the life of the program.

This is reflected in the Long Term Financial Plan.

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.

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.

Statutory Environment Nil

Policy Implications Nil

Financial Implications

The annual budget contribution to the Plant Replacement Program is \$335,000

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

The plan was discussed at the Council Forum in May.

Options

Council may resolve to accept the Draft Plan or make changes

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopts the 10 year Plant Replacement Program.

	Rego	Asset	Plant No	Machine	Comment	Date of Purchase	Year of Trade	Purchase Estimate	Trade/Sale Estimate	Replacement Cost	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	
1	CN 026	10073	P150	UD Nissan GW400	Six Wheel Truck	Mar 11	2022/2023	230,000	30,000	200,000									200,000			200,000
2	CN 047	20	P151	Isuzu Giga	Prime Mover	Mar 20	2030/2031	190,000	35,000	155,000						155,000						155,000
3	CN 272	10104	P262	UD GW26	Prime Mover	Feb 22	2031/2032	190,000	35,000	155,000							155,000					155,000
4	CN3455	10089	P264	Side Tipper	Tri axle trailer	Oct 14	2029/2030	145,000	45,000	100,000					100,000							100,000
5	CN10015	10098	P265	Machinery Float	Trailer	Oct 16	2030/2031	60,000		60,000								60,000				60,000
6	ITUW809	19	P267	Side Tipper	Tri axle trailer	Jan 20	2035/2036	145,000	45,000	100,000										100,000		100,000
7	CN10098	23	P268	30,000L Tanker	Tri axle trailer	Apr 20	2028/2029	115,000	15,000	100,000											100,000	100,000
8	CN 2	10062	P152	Isuzu NPR 65/45-190	Small Tipper	Sep 18	2026/2027	80,000	15,000	65,000				65,000								65,000
9	CN 157	10088	P263	Hino300 Series 717	Crew Cab Truck	Nov 14	2022/2023	101,000	27,000	74,000						74,000						74,000
	NEW			Prime Mover (2nd hand)									100,000									100,000
	NEW		P322	CAT 315 2D excavator	Excavator	Nov 25	2040/2041	302,000			302,000											302,000
10	CN 387	10085	P261	Cat 140	Grader	Oct 22	2032/2033	410,000	125,000	285,000								285,000				285,000
11	CN 397	1	P260	CAT 140	Grader	Dec 20	2031/2032	410,000	125,000	285,000					285,000							285,000
12	CN 92	10063	P202	CAT 930G	FE Loader	Sep 08	2026/2027	332,000	61,000	271,000		271,000										271,000
13	CN1906	10094	P209	CAT 938K	FE Loader	Nov 22	2023/2024	345,000	125,000	220,000							220,000					220,000
14	CN 404	10051	P204	Cat Vibe Roller 2020	Steel Drum Roller	Oct 21	2032/2033	180,000	30,000	150,000										150,000		150,000
15	CN 151	10054	P205	Amman Multi VP2400	Mult Tyre Roller	Aug 17	2028/2029	170,000	30,000	140,000				140,000								140,000
16				Sewell TB2000E	Towed Sweeper			61,000														-
17	CN 1552	10056	P206	JD Tractor 4720	Tractor with loader	Jun 07	2025/2026	33,000		33,000											33,000	33,000
18	CN 1806	10080	P207	JD Tractor	Tractor with Broom/PH Digger	Jun 13	2025/2026	47,000		47,000												47,000
20		10098	P266	Panther Mower	3pt Linkage Flail Mower	Oct 16	2026/2027	26,000	5,000	21,000											21,000	21,000
21				Toro Mower & Trailer	Mower & Trailer	Oct 24	2024/2025	53,000		53,000										53,000		53,000
22		10091	P255	22 KVA generator	Emergency Power Generator	Mar 15	2022/2023	22,000	2,000	20,000												-
23	CN3468 CN3469	10092	P310	Traffic Lights	Traffic Lights	Aug 15	2026/2027	36,000	3,000	25,000											25,000	25,000
24				Mey 28 Reel Mower	Reel Mower			6,000	-	6,000											6,000	6,000
25				Plant Trailer				6,000														-
				Bitumen Trailer				5,500														-
26	0 CN	10086	P100	Toyota Prado GXL	CEO's Vehicle	Oct 20	2029/2030	77,000	48,000	29,000	29,000			30,000			30,000			30,000		119,000
##	CN 0	10093	P106	Toyota Utility	MWS Vehicle	Feb 26	2028/2029	69,300	45,455	23,845	26,500		26,500		26,500		26,500			26,500		159,000
28	CN 1	10087	P104	Dual Cab Isuzu	WS Utility	Dec 24	2027/2028	57,000	25,000	32,000			32,000			32,000				32,000		96,000
29	CN 1557	10078	P107	Toyota Utility	Crew Vehicle	Sep 18	2026/2027	42,600	6,000	36,600		36,600										36,600
30	CN 039		P308	Mazda CX30	DCEO Vehicle	Mar 22	2024/2025	35,909	21,818	14,091			15,000			15,000				15,000		45,000
31	CN027		P105	Dual Cab Ford Ranger	Dual Cab - fmr 1CN	Sep 18	2029/2030	57,000	17,500	39,500					39,000							39,000
				Total Expenditure							357,500	307,600	173,500	235,000	450,500	276,000	431,500	345,000	304,500	333,000	227,500	3,441,600.00
				Finance - Proceeds																		
				Finance - Repayments							90,426	90,426	90,426									
				Opening Plant Reserve Balance							53,158	53,158	141,153	212,227	312,227	196,727	255,727	159,227	149,227	179,727	181,727	
				Plant Reserve (In+ / Out-)							- 90,426	87,995	71,074	100,000	- 115,500	59,000	- 96,500	- 10,000	30,500	2,000	107,500	
				Closing Plant Reserve Balance							53,158	141,153	212,227	312,227	196,727	255,727	159,227	149,227	179,727	181,727	289,227	
				Shire Annual Expenditure							357,500	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000.00

Average Total Expenditure 2025/26 to 2035/36 = 312873

9.3.2 10 Year Road Construction Program – 2026/27 to 2037/38

Applicant:	Shire of Cuballing
File Ref. No:	ADM118
Disclosure of Interest:	N/A
Date:	16 June 2026
Author:	Bruce Brennan – Manager Works & Services
Attachments:	9.3.2A Draft 10 Year Road Program

Summary

Council is to consider an updated draft 10 Year Road Construction Program for the years 2026 to 2038.

Background

Council's largest area of operations is completion of the annual road works program.

Planning for future years road construction programs have very long lead times. A 10 Year Road Construction Program gives staff direction on Council's intended program and this information will form the basis of grant applications.

It is envisaged that Council will reconfirm their 10 Year Road Construction Program at about this time annually. This will provide opportunity for the program to respond to changes in Council and community priority and grant funding opportunities.

Comment

A draft 10 Year Road Construction Program is included at Attachment 9.3.2A.

The draft 10 Year Road Construction Program includes:

1. Council completing \$2,532,401 of road construction works in 2026/27.
2. Council receiving \$2,130,027 in tied grants from the State and Federal governments in 2026/27.
3. The most significant change in the draft 10 Year Road Construction Program is the addition of a two year project to construct a Heavy Vehicle Rest Area. This project is expected to cost \$2,131,287 to construct, with \$1,705,030 of the construction being grant funded.
4. Bridgeworks have been programmed for the one of the three bridges on Wardering Road. Bridge 4865 is programmed for a concrete overlay in 2026/27.
5. Plans to upgrade the single lane Bunmulling Road Bridge in Popanyinning. This bridge is one of the older bridges in the state and replacement is anticipated in 2028/29. Council will receive funding through the WA Local Government Grants Commission (WALGGC) to replace the bridge, but only to the current single lane standard.

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.

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.
- Upgrading major roads (esp. Wheatbelt Secondary Freight Network).

Financial Implications

The draft 10 Year Road Construction Program provides for a Council sourced contribution to road construction of projects. Council's contribution is listed as \$402,374 for 2026/27.

Economic Implication

Ensuring that Council's roads are maintained and improved provides economic benefit to local industry utilising these roads.

Social Implication

In such a geographically dispersed population, ensuring that Council's roads are maintained and improved provides considerable social benefit. Ensuring appropriate road safety infrastructure also has significant social impact.

Environmental Considerations

Council has received the required environmental approvals to complete 2026/27 road construction and maintenance requirements.

Consultation

Rod Munns Engineering Consulting Services
Main Roads WA
Department of Water and Environment Regulation
Chief Executive Officer

Options

The Council can resolve:

1. the Officer's Recommendation;
2. to adopt an amended road program;
3. direct staff to make amendments to the draft 10 Year Road Construction Program that will be considered at a future meeting of Council.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the draft 10-year Road Construction Program included at Attachment 9.3.2A.

SHIRE OF CUBALLING - 10 YEAR ROAD PROGRAM - 26/27 YR TO 37/38 YR

CURRENT AT 12 JUNE 2026

														Expenditure
Road	Source Funds	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	Explanation
Stratheme Road	RRG	706,399												Full reconstruction: including cement stabilisation where required, Primerseal & Final Seal in Yr 2. Sections from SLK 18.70 - 19.84 & 20.60 - 21.04 (1.9km) to be reconstructed in 26/27 Yr. Also includes Final Seal on section from SLK 12.77 - 13.85
Stratheme Road	RRG		73,660											Final Seal on sections from SLK 18.70 - 19.84 & 20.60 - 21.04 (1.9km)
Congelin Narrogin Rd	RRG				182,440	803,500	885,000	885,000	852,800	107,520				Full Construction: including pavement widening, Primerseal & Final Seal in Yr 2
Springhill Road	RRG	58,661	751,340	825,000	642,560	81,500								In 26/27 Yr - Final Seal on Section from SLK 0.08 - 0.62 & 3.82 - 4.32. Full reconstruction: including cement stabilisation where required, Primerseal & Final Seal in Yr 2. Sections from SLK 0.62 - 3.82 & 4.32 - 6.6 to be reconstructed from 27/28 Yr to 29/30 Yr.
Cuballing West	RRG								92,200	837,480	945,000	1,005,000	1,005,000	In 33/34 Yr complete Development Works: Apply for Clearing Permit and complete Geotechnical Investigation and Pavement Design from SLK 0.0 - 9.46, and complete Design for Realignment of Deficient Curve from SLK 3.4 to 4.7. From 34/35 Yr, Full reconstruction: including cement stabilisation where required, Primerseal & Final Seal in Yr 2. Includes the Realignment of Deficient Curve from SLK 3.50 - 4.70 in the 36/37 Yr.
Bow St to Alton St DUP	R2R	62,277												Apply a 2.5m wide Asphalt Dual Use Pathway Surface from Bow St to Alton St (300 Lm)
Williams Road	R2R	330,647												Gravel sheeting SLK 11.16 - 16.70 & 17.90 - 18.36 (5.6km)
Popanyinning East Rd	R2R		421,893			430,000	430,000	352,600						Full reconstruction from SLK 1.60 - 6.57: including cement stabilisation where required, Primerseal & Final Seal in Yr 2. RCN section from SLK 1.60 to 2.90 in the 27/28 Yr.
Popanyinning West Rd	R2R										460,000			Reinstatement failure – 2 layer stabilisation with sub-soil drainage. Final Seal
Popanyinning West Rd	R2R											170,000		Shoulder widening stabilising and primer seal SLK 12.61-13.83 Final Seal
Popanyinning West Rd	R2R											202,000		Lime and Cement Stabilisation
Reeds Rd	R2R							77,400	430,000					Tree removal and gravel sheeting to boundary
Hart Street	R2R													Construct and Drain, Primer Seal, Final Seal
Alexandra Rd	R2R									460,000				Construct and Seal, Final Seal
Clifford Street	R2R											88,000	232,000	Construct and Seal
Lord Street	R2R												140,000	Construct and Seal, Final Seal
Corrie Street	R2R												88,000	Construct, Primerseal and final seal
Stratheme Road	R2R													Gravel Resheeting
Bunmulling Road Bridge - Road Realignment	R2R			421,893	430,000									
Wardering Road - Bridge 4865	Bridge	410,000												Reinforced Concrete Overlay, Widen to 8.2 metres, council to contribute \$40,000 to widen bridge
Bunmulling Road - Bridge 3179	Bridge			4,400,000										New Bridge & Realignment of Road
Bunmulling Road - Bridge	?			559,200										New Bridge & Realignment of Road
Cuballing HVRA	HVRA	682,011	1,449,276											
Cuballing East Rd	WSF	282,406												Apply a Final Seal and Linemarking to the final section Reconstructed in the 25/26 Yr from SLK 12.80 - 18.11 (5.31km)
Wandering Narrogin Road	WSF				3,000,000	3,000,000	3,000,000	3,000,000	3,000,000					Widen and Reconstruction of Pavement from SLK 0.00-32.38 - to Type 6 standard (minimum 8.0m seal width and 10.4m pavement width). Programming of Works TBA
		2,532,401	2,696,169	6,206,093	4,255,000	4,315,000	4,315,000	4,315,000	4,375,000	1,405,000	1,405,000			

														Grant Income
Source	Source Funds	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	Explanation
Regional Road Group	RRG	510,040	550,000	550,000	550,000	590,000	590,000	590,000	630,000	630,000	630,000	670,000	670,000	RRG Funding Component shown ONLY. Amounts shown need to be matched 1:2.
Roads To Recovery (\$211,000)	R2R	400,799	421,893	421,893	430,000	430,000	430,000	430,000	430,000	460,000	460,000	460,000	460,000	
Black Spot	Bspot	-	-	-	-	-	-	-	-	-	-	-	-	
Reserve Transfers	Res	-	-	-	-	-	-	-	-	-	-	-	-	
Un sourced Funding	Bridge	-	-	-	-	-	-	-	-	-	-	-	-	
Loan Funds	Bridge	-	-	-	-	-	-	-	-	-	-	-	-	
Bridge Funding	Bridge	410,000	0	4,400,000	0	0	0	0	0	0	0	0	0	
HVRA Funding	HVRA	545,609	1,159,421											
Wheatbelt Secondary Freight	WSF	263,579	0	0	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	0	0			WSFN Funding Component shown ONLY. Amounts shown need to be matched 1:14.
Unspent Grants Carried Over														WSFN Cuby East carryover
		2,130,027	2,131,314	5,371,893	3,780,000	3,820,000	3,820,000	3,820,000	3,860,000	1,090,000	1,090,000			

Council own source Revenue	Source Funds	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36			Explanation
		402,374	564,855	834,200	475,000	495,000	495,000	495,000	515,000	315,000	315,000			

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 Sundry Debtor Write Off - CONFIDENTIAL

Applicant: Nil
File Ref. No: ADM19
Disclosure of Interest: Nil
Date: 11th June 2026
Author: Careese Ranieri, Finance Officer
Attachments: Nil

Summary

Council is to consider writing off two Sundry debtor Invoices

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable, or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice has been raised in error, the Chief Executive Officer may approve that the invoice be cancelled. The circumstances of the error and the corrective action will be fully documented for audit purposes.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Policy Implications – Nil

Financial Implications

The Officer's Recommendation suggests writing off income of \$1100.00.

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation - Nil

Options

The Council can resolve to adopt:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation; or
3. to not write off any income.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council write off the outstanding debtors charges as follows:

1. Debtor No. 1072, Invoice No. 6442	\$400.00
2. Debtor No. 938, Invoice No. 5957	\$500.00
3. Debtor No. 938, Invoice No. 6441	\$200.00
Total	<u>\$1100.00</u>

14. NEXT MEETING

Ordinary Council Meeting, 3.00pm. Wednesday 15th July 2026 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing.

15. CLOSURE OF MEETING