SHIRE OF CUBALLING

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

Shire of Cuballing – Council Meeting

MINUTES

Held

Wednesday 23rd September 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 conservations 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 PRIOIRITIES

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/ ANNOUNCMENT OF VISITORS:

Councillor Harris welcomed everyone and declared the meeting open at 3.02pm.

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

3.1.1 Attendance

Elected Members
Cr Robert Harris – Deputy President
Cr Scott Ballantyne
Cr Steve Sexton
Cr Matthew Dent

Staff

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

Visitors
Nil

3.1.2 Apologies

Cr Sarah Hawksley

3.1.3 Leave of Absence

Cr Adrian Kowald - President

3. PUBLIC QUESTION TIME:

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

www.cuballing.wa.gov.au

Some of the notable provisions are:

1 Persons are encouraged to provide a written copy of their question.

2 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.

3 Statements are not to precede the asking of a question during public question time.

4 Public question time will be limited 15 minutes. It may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated will not exceed forty-five (45) minutes in total.

5 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Shire employee. The Presiding Member shall decide to:
- Accept or reject any question and his/her decision is final.
- Nominate a member of the Council and/or Shire employee to respond to the question.
- Take a question on notice. In this case a written response will be provided as soon as possible and included in the agenda of the next Council meeting.

6 Where an elected member is of the opinion that a member of the public is:
- asking a question at a Council meeting, that is not relevant to the operations of the Shire of Cuballing; or
- making a statement during public question time.

they may bring it to the attention of the meeting.

7 Questions and any response will be summarised and included in the minutes of the Council meeting.

8 Public Question Time should be used as a means to obtain information that would not be made available if it were sought from the Shire's records under *Section 5.94* of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992.*

9 Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

10 Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

4.1 Response to Previous Questions Taken on Notice

Nil

4.2 Written Questions Provided in Advance

Nil

4.3 Public Questions from The Gallery

Nil

4. STANDING ORDERS:

COUNCIL RESOLUTION 2026/75

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

Moved Cr Ballantyne Seconded Cr Sexton CARRIED 4/0

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Councillor Ballantyne requested a leave of absence for the Ordinary Council meeting to be held 18 November 2026.

COUNCIL RESOLUTION 2026/76

That Councillor Scott Ballantyne be granted a leave of absence for the November 2026 Ordinary Council Meeting.

Moved Cr Harris Seconded Cr Sexton CARRIED 4/0

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 19th August 2026

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/77

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19th August 2026 be confirmed as a true record of proceedings.

Moved Cr Sexton Seconded Cr Ballantyne CARRIED 4/0

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

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

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

Name	Item No	Interest	Nature
Nil			

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
Nil			

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – August 2026

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	14th September 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 August 2026.

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of August 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 / COUNCIL RESOLUTION 2026/78
That Council receives:

1. **the List of Accounts paid in August 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 $570897.49 included at Attachment 9.1.1A.**

2. **a summary of transactions completed on Credit Cards by Council Staff for the period ending 31st August 2026 included at Attachment 9.1.2B.**

3. **a summary of transactions completed on Petty Cash for the period ending 31st August 2026.**

Moved Cr Ballantyne **Seconded Cr Dent** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

9.1.1A List of Payments – August 2026

Chq/EFT	Date	Name	Description	Amount
865	03/08/2026	Police Licensing Payments	Police Licensing Payments	-226.70
EFT10811	03/08/2026	Steven Sexton	Council Member Sitting Fees Feb - June 2026	-1175.00
EFT10810	03/08/2026	Sarah Hawksley	Council Member Sitting Fee Feb - June 2026	-805.00
EFT10809	03/08/2026	Robert John Harris	Council Member Sitting Fees Feb - June 2026	-2220.63
EFT10806	03/08/2026	Adrian James Kowald	Council Member Sitting Fees Feb - June 2026	-8741.25
EFT10807	03/08/2026	Matthew Dent	Council Member Sitting Fees Feb - June 2026	-1175.00
EFT10808	03/08/2026	Peter Scott Ballantyne	Council Member Sitting Fees Feb - June 2026	-805.00
865	04/08/2026	Police Licensing Payments	Police Licensing Payments	-2059.20
865	05/08/2026	Police Licensing Payments	Police Licensing Payments	-631.10
865	06/08/2026	Police Licensing Payments	Police Licensing Payments	-507.95
20444	06/08/2026	Synergy	Electricity Charges - U 3 22 Campbell Street, Cuballing	-3109.25
20445	06/08/2026	Shire Of Cuballing	Standpipe Charges July	-9.14
EFT10795	06/08/2026	Power Networx	Telstra Internet Fibre Network – July	-416.90
EFT10794	06/08/2026	Peter John Denton	Art Classes – July	-527.99
EFT10793	06/08/2026	Octave Holdings T/A Narrogin Toyota Mazda	420,000km Service Community Bus - CN2292	-1426.30
EFT10800	06/08/2026	Westrac	Perform 2,000hr Service	-6260.75
EFT10799	06/08/2026	WA Local Government Association (Walga)	Central Country Zone of Walga - Annual Subscription 2026/2027	-550.00
EFT10798	06/08/2026	WA College Of Agriculture	Donation To Narrogin Ag College 26/27	-100.00
EFT10797	06/08/2026	Shire Of Wickepin	LGIS Golf Tournament 2x2 Player Teams - Thursday 03/09/2026	-820.00
EFT10796	06/08/2026	R Munns Engineering Consulting Services	Engineer Services for Tree Clearing response Letter To DWER - Popanyinning East And Reeds Rd Tree Marking Out For Permit RRG MCA Submissions Stratherne Rd And Springhill	-8551.86
EFT10787	06/08/2026	Atlas Fuel Cuballing WA	Monthly Account - July 2026	-324.20
EFT10788	06/08/2026	Bks Electrical	Install Security Cameras at Cuballing Fire Shed	-12390.07
EFT10789	06/08/2026	Best Office Systems	Monthly Photocopying Charges - July 26/27	-814.55
EFT10790	06/08/2026	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 26/27 - D2263130	-20814.68
EFT10791	06/08/2026	Hancocks Home Hardware	July 2026	-51.52
EFT10792	06/08/2026	Narrogin Auto Electrics	Supply And Fit Alternator to Bomag Roller.	-1971.43
865	07/08/2026	Police Licensing Payments	Police Licensing Payments	-935.25
865	10/08/2026	Police Licensing Payments	Police Licensing Payments	-273.85
865	11/08/2026	Police Licensing Payments	Police Licensing Payments	-1510.75
DD5474.1	11/08/2026	Aware Super Pty Ltd	Superannuation Contributions	-255.99

DD5471.9	11/08/2026	Colonial First State	Superannuation Contributions	-435.44
DD5471.8	11/08/2026	Hostplus Super	Superannuation Contributions	-124.83
DD5471.7	11/08/2026	MLC Super Fund	Superannuation Contributions	-1662.93
DD5471.6	11/08/2026	Care Super	Superannuation Contributions	-346.97
EFT10801	11/08/2026	Kevin Browne	Refund Of Hall Hire Bond	-100.00
EFT10802	11/08/2026	LGIS Broking (JLT Risk Solutions Pty Ltd)	First Instalment – Carriers Liability 26/27	-1611.50
EFT10803	11/08/2026	Western Australian Local Government Association as Trustee for LGIS WA Insurance	1st Instalment for Insurance 26/27	-133835.20
EFT10804	11/08/2026	T/A Octave Holdings (Narrogin Toyota) Narrogin Stihl	1 X BGA 100 Skin 1 X Hla86 1 X Ap500s Battery	-1210.00
DD5471.4	11/08/2026	Matrix Superannuation	Superannuation Contributions	-191.69
DD5471.5	11/08/2026	Mercer Superannuation	Superannuation Contributions	-599.81
DD5471.1	11/08/2026	Australian Super	Superannuation Contributions	-3424.82
DD5471.2	11/08/2026	Rest	Superannuation Contributions	-736.74
DD5471.3	11/08/2026	Aware Super Pty Ltd	Superannuation Contributions	-4980.85
865	12/08/2026	Police Licensing Payments	Police Licensing Payments	-1308.05
865	13/08/2026	Police Licensing Payments	Police Licensing Payments	-1467.70
EFT10813	14/08/2026	Corasaniti Constructions	Supply and Install Limestone Block Retaining Wall	-17501.00
EFT10814	14/08/2026	Cuballing Windscreens, Panel, Paint and Towing	Supply And Fit New Windscreen to Cn272	-1155.00
EFT10815	14/08/2026	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery 26/27 - D2263904	-10893.43
EFT10816	14/08/2026	Great Southern Waste Disposal	Rubbish Removal – July 26/27	-7911.04
EFT10817	14/08/2026	Hancocks Home Hardware	Monthly Account - 1 X Sign Self Adhesive Woman 1 X Sign Self Adhesive Men's 1 X Braille Sign Male - Female Disabled Toilet	-51.60
EFT10818	14/08/2026	Hersey Safety Pty Ltd	Products for Shire Depot and current Roadworks	-1051.05
EFT10819	14/08/2026	Intelife Group	Tree Mulching with Excavator and Mulching Head	-57852.85
EFT10820	14/08/2026	Lynka Rec	Playground Construction - Final Claim 3 - 16/12/2025	-9768.00
EFT10821	14/08/2026	Narrogin Bearing Services	1 X Milwaukee 3/4 Rattle Gun 1 X 8amphr Battery	-1068.00
EFT10822	14/08/2026	Narrogin Earthmoving and Concrete	Hire Of Multi Tyred Roller - Winter Grading	-11809.60
EFT10823	14/08/2026	Narrogin Packaging and Motorcycles & Accessories	2 X 5lt Hand Sanitizer	-294.00
EFT10824	14/08/2026	Octave Holdings T/A Narrogin Toyota Mazda	25,000km Service on Mazda CX30	-920.55
EFT10825	14/08/2026	One Music Australia	Annual Licence Fees 26/27	-402.37

EFT10826	14/08/2026	Shire Of Narrogin	Ranger Services - Labour and Travel 26/27 - July	-505.00
EFT10827	14/08/2026	T/A Octave Holdings (Narrogin Toyota) Narrogin Stihl	1 X Dash Mat - CN0	-129.60
EFT10828	14/08/2026	Tutt Bryant Equipment	1 X New V Belt Tensioner	-832.38
EFT10829	14/08/2026	Wagin Mechanical Repairs	21,000 Km Service on Isuzu NPR 65/190	-1285.10
EFT10830	14/08/2026	Whitford Fertilisers Narrogin	Use Of Weighbridge 26/27 - July X 9	-49.50
EFT10831	14/08/2026	Zircodata Pty Ltd	Monthly Archive Storage Fees - Storage Period - 01/07/2026 - 31/07/2026	-32.60
EFT10812	14/08/2026	BMR Mechanical, B & A Rowe Pty Ltd Atf The Rowe Family Trust	Breakdown Call Out and Diagnostics for Cat 930 G - Invoice was Partially paid through Credit on Account from Invoice	-358.54
20446	14/08/2026	Synergy	Electricity Charges - X 43 Street Lights	-948.03
865	14/08/2026	Police Licensing Payments	Police Licensing Payments	-1563.70
DD5477.1	14/08/2026	Telstra	August 26/27	-697.01
865	17/08/2026	Police Licensing Payments	Police Licensing Payments	-1799.55
865	18/08/2026	Police Licensing Payments	Police Licensing Payments	-871.80
EFT10841	18/08/2026	Werdna Mechanical	Replace Damaged Hydraulic Hose on Grader Onsite Stevens Rd	-545.67
865	19/08/2026	Police Licensing Payments	Police Licensing Payments	-142.80
EFT10840	20/08/2026	Westrac	Find And Repair Fault with Cat 930 Loader	-11298.68
EFT10839	20/08/2026	St John Ambulance Western Australia Ltd	Annual Service of First Aid Kits and Defibrillators for the Shire of Cuballing	-2627.40
DD5488.1	20/08/2026	Synergy	Electricity Charges - Lot 1 Great Southern Hwy, Popanyinning	-192.26
EFT10838	20/08/2026	Narrogin Tyrepower	Puncture Repair Tyre for Vehicle - CN0	-65.00
EFT10837	20/08/2026	Moore Australia (WA) Pty Ltd	2026 Financial Reporting - Template and Documentation	-1815.00
EFT10836	20/08/2026	Local Government Works Association of WA Inc	1 X Attendees to LGWA Conference 2026 - Works Manager	-2290.00
EFT10835	20/08/2026	Kalexpress & Quality Transport	Postage - Corsign	-337.73
EFT10834	20/08/2026	Edge Planning & Property	Town Planning Consultancy Services - July 26/27	-731.63
EFT10833	20/08/2026	Cuby Tavern	1 X Carton of Carlton Dry	-66.00
EFT10832	20/08/2026	Chanelle Jayde Mcbeath	Vacate Clean for Unit 1 Aged Care Units	-380.00
865	20/08/2026	Police Licensing Payments	Police Licensing Payments	-756.80
865	21/08/2026	Police Licensing Payments	Police Licensing Payments	-813.45
DD5482.1	24/08/2026	Telstra	August 2026	-274.80
EFT10842	25/08/2026	Garretts Carpet Clean	Carpet Cleaning to Unit 1 - Vacating Clean	-180.00
865	25/08/2026	Police Licensing Payments	Police Licensing Payments	-150.60
865	26/08/2026	Police Licensing Payments	Police Licensing Payments	-225.00
DD5500.1	26/08/2026	Water Corporation	Water Charges - 10 Brundell Street, Cuballing (CEO House)	-167.09
DD5497.9	26/08/2026	Colonial First State	Superannuation Contributions	-397.34
DD5497.8	26/08/2026	Hostplus Super	Superannuation Contributions	-117.89

DD5497.7	26/08/2026	MLC Super Fund	Superannuation Contributions	-1120.00
DD5497.6	26/08/2026	Care Super	Superannuation Contributions	-339.59
DD5497.5	26/08/2026	Mercer Superannuation	Superannuation Contributions	-599.81
DD5497.4	26/08/2026	Matrix Superannuation	Superannuation Contributions	-158.57
DD5497.3	26/08/2026	Aware Super Pty Ltd	Superannuation Contributions	-4124.84
DD5497.2	26/08/2026	Rest	Superannuation Contributions	-681.64
DD5497.1	26/08/2026	Australian Super	Superannuation Contributions	-3655.33
865	27/08/2026	Police Licensing Payments	Police Licensing Payments	-723.85
865	27/08/2026	Police Licensing Payments	Police Licensing Payments	-352.45
EFT10843	31/08/2026	Best Office Systems	Monthly Photocopying Charges - August	-1545.93
EFT10844	31/08/2026	C&D Cutri	Bridge 0427 Maintenance	-37345.00
865	31/08/2026	Police Licensing Payments	Police Licensing Payments	-991.70
EFT10845	31/08/2026	Department Fire and Emergency Services	2026/2027 ESL Payment	-77006.56
EFT10846	31/08/2026	Farmworks Narrogin	4 X Bags of Simazine 1 X 20lt Oxyflurofen	-996.80
EFT10847	31/08/2026	Great Southern Fuel Supplies	Bulk Unleaded Fuel Delivery - D2264888	-12489.32
EFT10848	31/08/2026	Great Southern Waste Disposal	June 2026	-8936.00
EFT10849	31/08/2026	It Vision Software Pty Ltd (Trading as Readytech)	Adjustment To Rates Template For 2026/2027 - Removal of Discount	-1100.00
EFT10850	31/08/2026	ITR Pacific Pty Ltd	Grader Blades And Bolts to Suit Cat 140 Graders	-12151.04
EFT10851	31/08/2026	Lg Corporate Solutions Pty Ltd	Financial Consultancy 2026/2027 - Assistance With the Preparation of the 2026/2027 Annual Statutory Budget	-15054.88
EFT10852	31/08/2026	Main Roads WA	Line Marking on Darcy St and Springhill Rd	-1456.20
EFT10853	31/08/2026	Narrogin Packaging and Motorcycles & Accessories	2 X Boxes Nitrile Gloves	-184.80
EFT10854	31/08/2026	Shire Of Narrogin	Disposal Of Household Waste from Kerbside Collection and Waste Transfer Stations - July 2026	-5058.90
Total				**-570897.49**

9.1.1B List of August 2026 Credit Card Transactions

Date	Name	Description	Amount
29/07/2026	BP Picton	Fuel for CEO Vehicle	34.14
30/07/2026	WALGA	WALGA Local Government Convention 2026 - CR.Harris and CR.Ballantyne	4459.4
31/07/2026	Water Corporation	Installation of Water Metres at Aged Housing Unit 2	346.85
31/07/2026	Water Corporation	Installation of Water Metres at Aged Housing Unit 4	211.57
31/07/2026	Water Corporation	Installation of Water Metres at Aged Housing Unit 3	211.57
3/08/2026	Shire of Cuballing	Renewal for CN2292 - 12 Months	482.9
4/08/2026	Pivotel	Trak Spoting for Works Crew	93
4/08/2026	Corrigin Roadhouse	Fuel for MWS Work Vehicle	50.76
6/08/2026	Local Government Professionals	2026/2027 Full Membership	560
10/08/2026	Narrogin Newsagency	Paper for Shire Office	399.48
10/08/2026	Local Government Professionals	Training for Finance Officer	70
10/08/2026	Joondalup Resort	Accommodation for LG Works Association 2026 Conference - Works Manager and Works Supervisor	1046.5
13/08/2026	Coles Narrogin	Refreshments for Shire Council Meeting	69.7
17/08/2026	EFTSURE	Monthly Subscription Fee - August	676.5
17/08/2026	Canva	Annual Subscription Fee 26/27	164.99
17/08/2026	MoreTelecom	Internet for CEO Residence - Monthly	95
18/08/2026	Starlink	Internet for the Popanyinning School	139
20/08/2026	NAB	International Transaction Fee	0.85
21/08/2026	Cuballing Tavern	Councillor Dinners - August Council Meeting	418.22
21/08/2026	GSM Outdoors	Monthly Charge	28.31
24/08/2026	ANP Metals Welshpool	Fencing for Cuby Groovefest	2865
24/08/2026	Water Corporation	Installation of Water Metres at Aged Housing Unit 1	211.57
		Total	**12635.31**

9.1.1C List of August 2026 Petty Cash Transactions

	Refreshments	**Shire Office**	**Admin Other**	**GF01 Groovefest**	
Item Description	**1041050**	**J4114**	**1042390**	**J198**	**Total**
Groceries	192.65				192.65
Misc(Cleaning supplies)		29.65		4.50	34.15
Stationary/Postage					
Materials					
				Total	**$226.80**

9.1.3 Statement of Financial Activity – August 2026

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	16th September 2026
Author:	Martin Whitely / Chris Paget – Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity August 2026

Summary
For Council to receive the Statement of Financial Activity for August 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 31st August 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

Financial Implications – Nil

Consultation
Martin Whitely – LG Corporate Solutions

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/79:

That the Statement of Financial Activity for the Shire of Cuballing for period ending 31st August 2026 be received.

Moved Cr Ballantyne **Seconded Cr Dent** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2026

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

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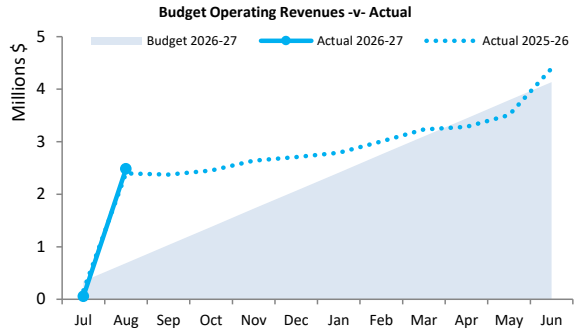
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2026

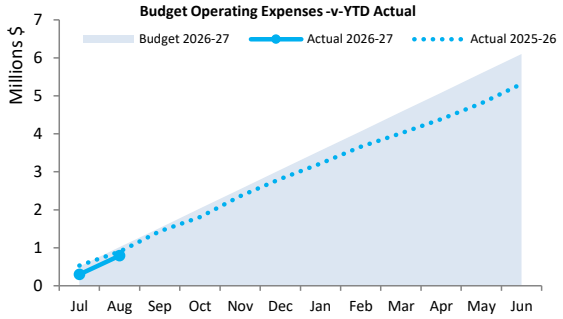
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

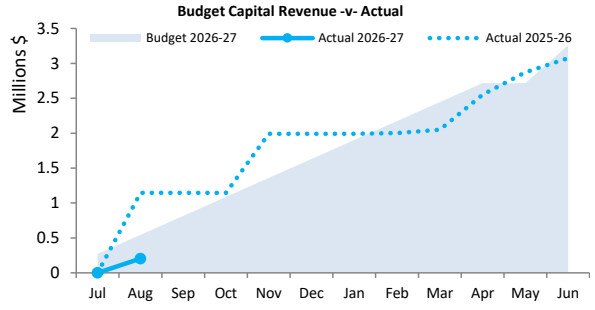


OPERATING EXPENSES

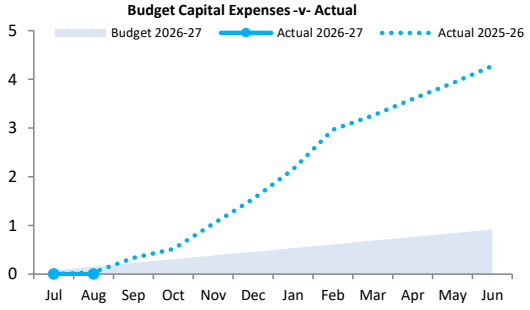


INVESTING ACTIVITIES

CAPITAL REVENUE

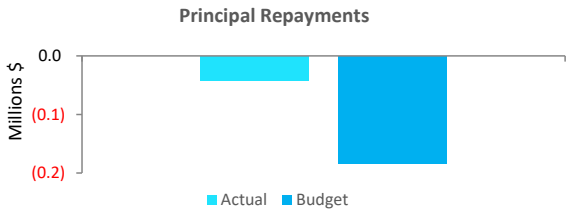


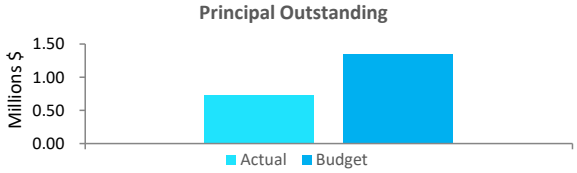
CAPITAL EXPENSES



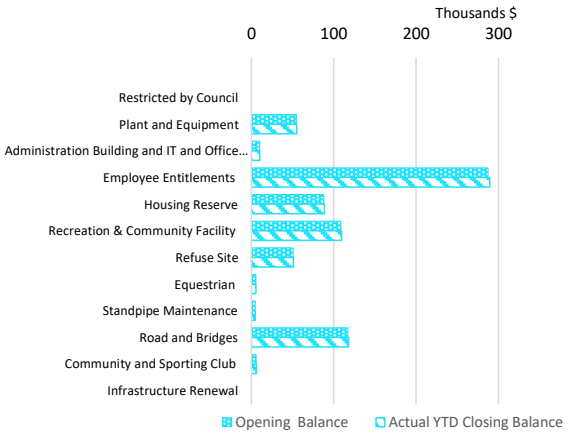
FINANCING ACTIVITIES

BORROWINGS

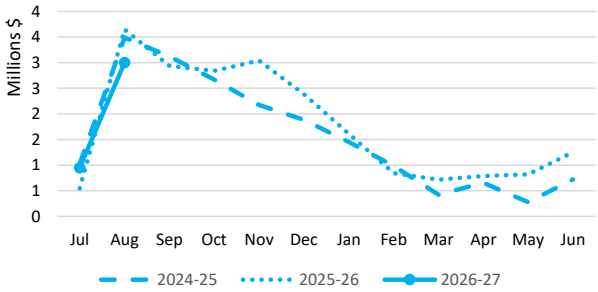




RESERVES



Closing funding surplus / (deficit)



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

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.32 M	$1.32 M	$1.25 M	($0.06 M)
Closing	$0.00 M	$2.90 M	$3.00 M	$0.10 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$1.18 M	% of total
Unrestricted Cash	$0.32 M	27.4%
Restricted Cash	$0.86 M	72.6%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.07 M	% Outstanding
Trade Payables	$0.01 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	$0.26 M	% Collected
Rates Receivable	$2.03 M	2.6%
Trade Receivable	$0.26 M	% Outstanding
Over 30 Days		6.0%
Over 90 Days		$. M

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.07 M)	$1.65 M	$1.70 M	$0.05 M

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$2.10 M	
YTD Budget	$2.10 M	(0.3%)

Refer to Statement of Financial Activity

Operating Grants and Contributions

		% Variance
YTD Actual	$0.20 M	
YTD Budget	$0.19 M	6.9%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges

		% Variance
YTD Actual	$0.18 M	
YTD Budget	$0.19 M	(6.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.66 M)		$0.10 M	$0.10 M

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.00 M	
Adopted Budget	$0.07 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition

		% Spent
YTD Actual	$0.11 M	
Adopted Budget	$7.55 M	(98.6%)

Refer to Note 7 - Capital Acquisitions

Capital Grants

		% Received
YTD Actual	$0.20 M	
Adopted Budget	$5.83 M	(96.5%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.42 M	($0.05 M)	($0.05 M)	($0.00 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.04 M
Interest expense	($0.00 M)
Principal due	$0.74 M

Refer to Note 8 - Borrowings

Reserves

Reserves balance	$0.74 M
Interest earned	$0.01 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 AUGUST 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 AUGUST 2026

BY NATURE OR TYPE

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,315,164	1,315,164	**1,250,697**	(64,467)	(4.90%)	
Revenue from operating activities							
Rates		2,100,161	2,100,161	**2,095,161**	(5,000)	(0.24%)	
Rates (excluding general rate)		757	757	**0**	(757)	(100.00%)	
Operating grants, subsidies and contributions	11	1,129,887	188,310	**201,226**	12,916	6.86%	
Fees and charges		450,476	186,759	**175,386**	(11,373)	(6.09%)	
Interest earnings		60,042	10,006	**6,130**	(3,876)	(38.74%)	
Other revenue		129,180	21,526	**5,234**	(16,292)	(75.69%)	▼
Profit on disposal of assets	6	1,864	0	**0**	0	0.00%	
		3,872,367	**2,507,519**	**2,483,137**	(24,382)	(0.97%)	
Expenditure from operating activities							
Employee costs		(1,764,178)	(293,944)	**(322,069)**	(28,125)	(9.57%)	
Materials and contracts		(1,505,087)	(303,534)	**(323,596)**	(20,062)	(6.61%)	
Utility charges		(181,453)	(30,208)	**(12,105)**	18,103	59.93%	▲
Depreciation on non-current assets		(2,851,458)	(475,216)	**0**	475,216	100.00%	▲
Interest expenses		(38,779)	(3,374)	**277**	3,651	108.21%	
Insurance expenses		(262,480)	(123,774)	**(127,602)**	(3,828)	(3.09%)	
Other expenditure		(99,168)	(12,867)	**(6,035)**	6,832	53.10%	▲
Loss on disposal of assets	6	(200)	0	**0**	0	0.00%	
		(6,702,803)	**(1,242,917)**	**(791,130)**	451,787	(36.35%)	
Non-cash amounts excluded from operating activities	1(a)	2,757,823	383,245	**4,980**	(378,265)	(98.70%)	▼
Amount attributable to operating activities		**(72,613)**	**1,647,847**	**1,696,987**	49,140	2.98%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	5,829,358	379,888	**204,000**	(175,888)	(46.30%)	▼
Proceeds from disposal of assets	6	66,455	0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(7,554,251)	(398,461)	**(105,926)**	292,535	73.42%	▲
Amount attributable to investing activities		**(1,658,438)**	**(18,573)**	**98,074**	116,647	(628.05%)	
Financing Activities							
Proceeds from new debentures	8	750,000	0	**0**	0	0.00%	
Transfer from reserves	9	100,000	0	**0**	0	0.00%	
Repayment of debentures	8	(183,772)	(41,839)	**(41,839)**	(0)	(0.00%)	
Transfer to reserves	9	(250,341)	(5,054)	**(5,235)**	(181)	(3.58%)	
Amount attributable to financing activities		**415,887**	**(46,893)**	**(47,074)**	(181)	0.39%	
Closing funding surplus / (deficit)	1(c)	**0**	**2,897,545**	**2,998,684**	101,139		

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 16 September 2026

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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* .

Non-cash items excluded from operating activities	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(1,864)	0	0
Less: Movement in liabilities associated with restricted cash		(91,971)	(91,971)	2,085
Movement in pensioner deferred rates (non-current)		0	0	2,895
Add: Loss on asset disposals	6	200	0	0
Add: Depreciation on assets		2,851,458	475,216	0
Total non-cash items excluded from operating activities		**2,757,823**	**383,245**	**4,980**

(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.

		Adopted Budget Opening 30 June 2026	Last Year Closing 30 June 2026	Year to Date 31 August 2026
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(882,892)	(732,551)	(737,786)
Add: Borrowings	8	324,081	183,772	141,933
Add: Provisions employee related provisions	10	195,233	287,204	289,289
Total adjustments to net current assets		**(363,578)**	**(261,575)**	**(306,564)**

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

Current assets				
Cash and cash equivalents	2	1,200,881	2,125,709	1,181,280
Rates receivables	3	27,640	61,085	2,334,836
Receivables	3	26,667	(13,089)	224,633
Other current assets	4	10,000	89,917	89,917
Less: Current liabilities				
Payables	5	(380,920)	(251,716)	(67,623)
Borrowings	8	(324,081)	(183,772)	(141,933)
Contract liabilities	10	0	(119,253)	(119,253)
Provisions	10	(196,609)	(196,609)	(196,609)
Less: Total adjustments to net current assets	1(b)	(363,578)	(261,575)	(306,564)
Closing funding surplus / (deficit)		**0**	**1,250,697**	**2,998,684**

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.

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

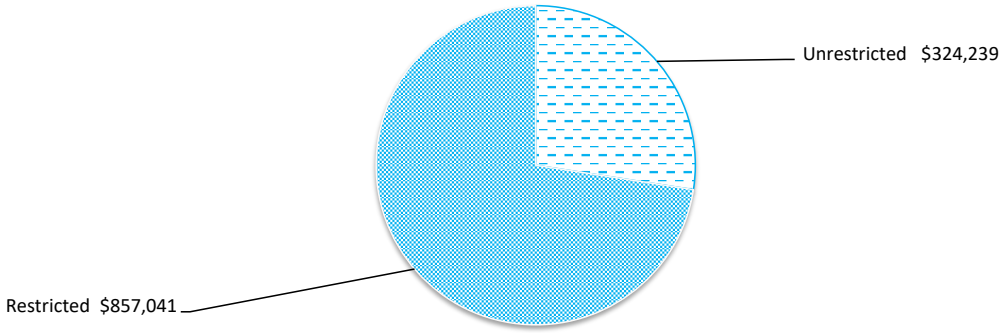
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Municipal Cash at Bank		281,105	119,253	400,358	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		42,434	0	42,434	0	NAB	TBA	N/A
Investment Acount - Unrestricted Funds		0	737,788	737,788	0	NAB	TBA	N/A
Petty Cash		700	0	700	0	N/A	N/A	N/A
Total		**324,239**	**857,041**	**1,181,280**	**0**			
Comprising								
Cash and cash equivalents		324,239	857,041	1,181,280	0			
		324,239	**857,041**	**1,181,280**	**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.

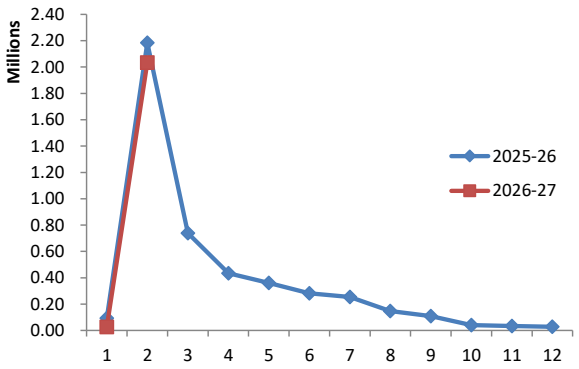
The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal 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.



OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	$	$
Opening arrears previous years	99,902	27,640
Levied this year	1,877,121	2,095,161
Less - collections to date	(1,915,938)	(55,142)
Gross rates collectable	**61,085**	**2,067,659**
Allowance for impairment of rates receivable	(33,445)	(33,445)
Net rates collectable	**27,640**	**2,034,214**
% Collected	96.9%	2.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(896)	197,703	4,637	4,171	3,808	209,423
Percentage	-0.43%	94.40%	2.21%	1.99%	1.82%	100.00%
Balance per trial balance						
Sundry receivable						209,423
GST receivable						44,865
Other receivables						3,790
Total receivables general outstanding						**258,078**

Amounts shown above include GST (where applicable)

KEY INFORMATION

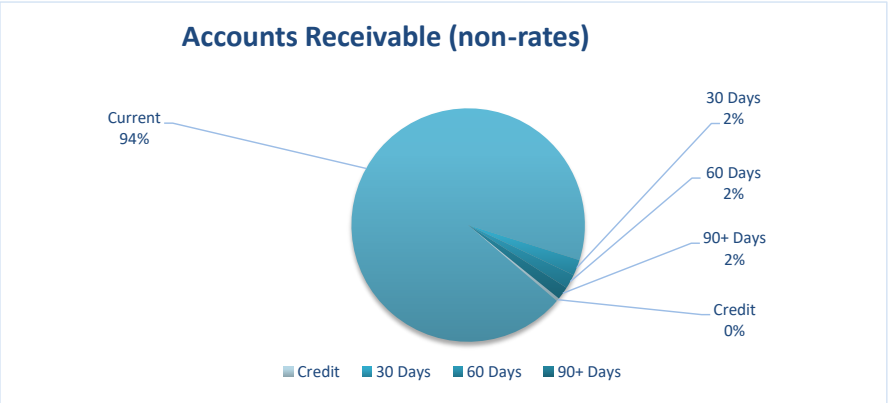
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 August 2026
	$	$	$	$
Inventory				
Fuel	10,205	0	0	10,205
Other Assets				
Contract assets				
Contract assets	79,712	0	0	79,712
Total other current assets	**89,917**	**0**	**0**	**89,917**

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.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

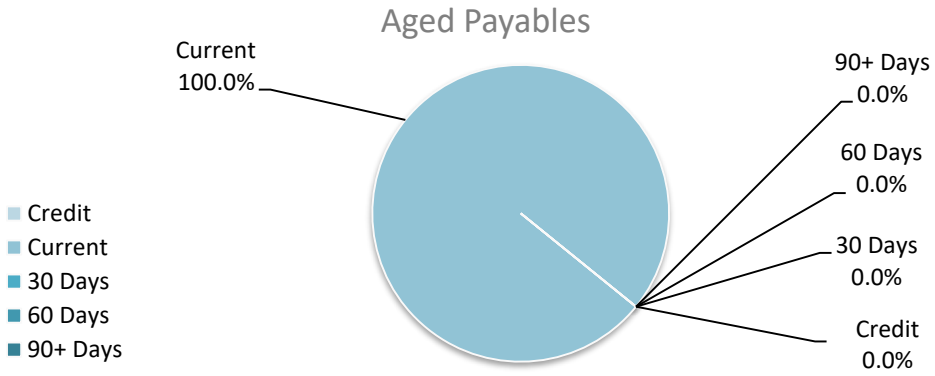
OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	7,302	0	0	0	7,302
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						7,302
Bonds & Deposits						10,407
Accrued interest on loans						3,028
Prepaid Rates						46,886
Total payables general outstanding						**67,623**

Amounts shown above include GST (where applicable)

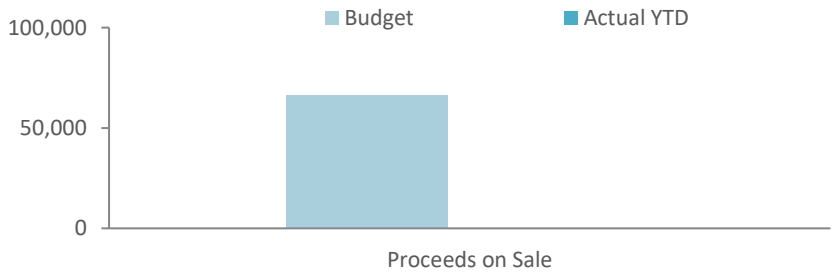
KEY INFORMATION

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.



OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Governance								
P203	Front End Loader	61,200	61,000	0	(200)	0	0	0	0
	Transport								
P107	CN1557 Hilux 4x2	3,591	5,455	1,864	0	0	0	0	0
		64,791	**66,455**	**1,864**	**(200)**	**0**	**0**	**0**	**0**



INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land	250,000	0	0	0
Buildings	4,040,099	14,681	26,972	12,291
Furniture and equipment	13,600	0	0	0
Plant and equipment	370,675	0	0	0
Infrastructure - roads	2,148,822	358,110	21,524	(336,586)
Infrastructure - bridges	460,000	8,332	48,150	39,818
Infrastructure - parks, ovals & playgrounds	70,000	0	9,280	9,280
Infrastructure - other	201,055	17,338	0	(17,338)
Payments for Capital Acquisitions	**7,554,251**	**398,461**	**105,926**	**(292,535)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**5,829,358**	**379,888**	**204,000**	(175,888)
Borrowings	**750,000**	**0**	**0**	0
Other (disposals & C/Fwd)	**66,455**	**0**	**0**	0
Cash backed reserves				
Employee Entitlements	**100,000**		**0**	0
Contribution - operations	**808,438**	**18,573**	**(98,074)**	(116,647)
Capital funding total	**7,554,251**	**398,461**	**105,926**	**(292,535)**

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.

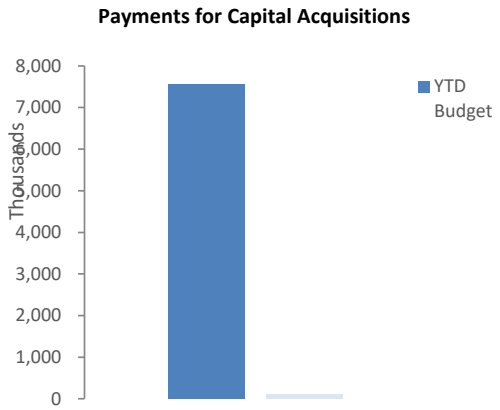
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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.



INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

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

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

	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance Under/(Over)
		$	$	$	$
Land					
C214	Land Purchase - Light Industrial Area	250,000	0	0	0
Total Buildings		**250,000**	**0**	**0**	**0**
Land & Buildings					
11057	CCTV Camera's	9,599	9,599	11,062	(1,463)
C084	Aged Persons Accommodation Capital Expense	4,000,000	0	0	0
C226	Popanyinning School House - Unisex Toilet & Ramp	10,500	1,750	0	1,750
C166	Retaining Wall To Recreation Ground Carpark	20,000	3,332	15,910	(12,578)
Total Buildings		**4,040,099**	**14,681**	**26,972**	**(12,291)**
Furniture & Equipment					
C220	Administration Laptops	6,600	0	0	0
C221	Administration Office Furniture	7,000	0	0	0
Total Furniture & Equipment		**13,600**	**0**	**0**	**0**
Plant & Equipment					
12435	CAT 930G Front End Loader	332,000	0	0	0
12436	2026 Toyota Utility CN1557	38,675	0	0	0
Total Plant & Equipment		**370,675**	**0**	**0**	**0**
Roads					
R001J	Stratherne Road, Widen & Reconstruct Slk 18.70 - 19.86 & 20.60-21.04	659,103	109,844	0	109,844
R010A	Rrg: Springhill Road - Final Seal	58,661	9,776	2,426	7,350
R001H	Rrg: Stratherne Road - Final Seal Slk 12.77 - 13.82	43,712	7,284	7,774	(490)
RTR113	Asphalt Footpath From Bow To Alton Street	62,277	10,374	0	10,374
RTR011	Rtr: Williams Road - Gravel Sheeting Slk 16.30 - 17.90	330,647	55,100	10,000	45,100
RTR139A	Rtr: Darcy Street - Completion Of 24/25 Street Alignment Slk 0.00 - 0.37	0	0	1,324	(1,324)
BS129	Blackspot - Wandering Narrogin Road	30,000	5,000	0	5,000
HVRA	Capital Expenditure - Heavy Vehicle Rest Area	682,012	113,666	0	113,666
WSF009S	Wsfn Cuballing East Final Seal	251,098	41,848	0	41,848
WSF009L	Wsfn Cuballing East Road Line Marking	31,312	5,218	0	5,218
Total Roads		**2,148,822**	**358,110**	**21,524**	**336,586**
Bridges					
11214	Bridge Improvements - Capital Upgrades	50,000	8,332	48,150	(39,818)
11215	Wardering Bridge #4865 Install Concrete Deck	410,000	0	0	0
Total Bridges		**460,000**	**8,332**	**48,150**	**(39,818)**
					0
Parks, Ovals & Playgrounds					
C207	Heritage Walk Trail	20,000	0	0	0
C216	Popanyinning Recreation Grounds	50,000	0	9,280	(9,280)
Total Parks, Ovals & Playgrounds		**70,000**	**0**	**9,280**	**(9,280)**
					0
Other Infrastructure					
C231	Cuballing Recreation Ground Fencing	92,055	15,338	0	15,338
C201	Cuballing Railway Reserve	20,000	0	0	0
C222	Cuballing Town Centre Master Plan	20,000	0	0	0
C167	Fencing To Laneway From Alton St To Austral St	24,000	2,000	0	2,000
C228	Popanyinning Community Shed	10,000	0	0	0
C168	Cricket Training Nets	35,000	0	0	0
Total Other Infrastructure		**201,055**	**17,338**	**0**	**17,338**
TOTAL CAPITAL EXPENDITURE		**7,554,251**	**398,461**	**105,926**	**292,535**

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Education and welfare										
Aged Accommodation	56	555,010	0	0	0	(82,420)	555,010	472,590	0	(24,320)
Transport										
Grader	67	172,334	0	0	(41,839)	(84,497)	130,495	87,837	277	(5,929)
Other property and services										
Austral Land	64	51,676	0	0	0	(16,855)	51,676	34,821	0	(1,030)
Industrial Land	68	0	0	500,000	0	0	0	500,000	0	(7,500)
Aged Accommodation Units	69	0	0	250,000	0	0	0	250,000		0
Total		779,020	0	750,000	(41,839)	(183,772)	737,181	1,345,248	277	(38,779)
Current borrowings		183,772					141,933			
Non-current borrowings		595,248					595,248			
		779,020					737,181			

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 materiallly 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 AUGUST 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	54,746	4,825	314	100,000	0	0	0	159,571	55,060
Administration Building and IT and Office Equipment	10,209	337	74	0	0	0	0	10,546	10,283
Employee Entitlements	287,204	8,029	2,085	0	0	(100,000)	0	195,233	289,289
Housing Reserve	87,879	2,980	638	0	0	0	0	90,859	88,517
Recreation & Community Facility	108,676	3,700	789	0	0	0	0	112,376	109,465
Refuse Site	50,680	1,718	368	0	0	0	0	52,398	51,048
Equestrian	5,478	181	40	0	0	0	0	5,659	5,518
Standpipe Maintenance	4,568	155	33	0	0	0	0	4,723	4,601
Road and Bridges	117,179	3,973	851	0	0	0	0	121,152	118,030
Community and Sporting Club	5,932	4,443	43	0	0	0	0	10,375	5,975
Infrastructure Renewal	0	0	0	120,000	0	0	0	120,000	0
	732,551	**30,341**	**5,235**	**220,000**	**0**	**(100,000)**	**0**	**882,892**	**737,786**

OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2026
		$		$	$	$
Other liabilities						
- Capital grant/contribution liabilities		119,253	0	0	0	119,253
Total other liabilities		119,253	0	0	0	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		**315,862**	**0**	**0**	**0**	**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.

NOTE 11
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Operating grants and subsidies								
Governance								
Income - Grant - Traineeship Incentives	0	0	0	0	0	10,000	1,666	0
General purpose funding								
Income - Grants Commission	0	0	0	0	0	449,266	74,876	37,875
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	81,000	13,500	22,353
Income Fire Mitigation Grants	0	0	0	0	0	59,264	9,876	0
Income - Youth Activity Funding	0	0	0	0	0	1,000	166	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	139,800	23,300	0
Income - Grants Commission Local Road Grant	0	0	0	0	0	389,557	64,926	140,998
	0	**0**	**0**	**0**	**0**	**1,129,887**	**188,310**	**201,226**

NOTE 12
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted 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	109,197	65,019	10,836	0
Education and welfare								
Aged Accommodation	0	0	0	0	0	3,550,000	0	0
Community amenities								
Community Development & Events - Grants	0	0	0	0	0	0	0	0
Recreation and culture						0	0	0
Sporting Club Grants - Cricket Nets	0	0	0	0	0	35,000	5,832	0
Transport								
Regional Road Grants	1,352	0	0	1,352	1,352	507,651	84,608	204,000
Wheatbelt Secondary Freight Network	8,704	0	0	8,704	8,704	263,582	43,930	0
Roads to Recovery	0	0	0	0	0	452,497	75,416	0
MRWA Bridge	0	0	0	0	0	410,000	68,332	0
Roads to Recovery	0	0	0	0	0	545,609	90,934	0
	119,253	**0**	**0**	**119,253**	**119,253**	**5,829,358**	**379,888**	**204,000**

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 2026	Amount Received	Amount Paid	Closing Balance 31 Aug 2026
	$	$	$	$
Cuballing Cricket Club	200	0	0	**200**
Hall Bond Hire	250	0	0	**250**
Aged Accommodation Housing Bonds	7,500	0	0	**7,500**
Department of Transport - Licensing	14,666	55,694	(59,242)	**11,118**
	22,616	**55,694**	**(59,242)**	**19,068**

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**	**0**

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 2026-27 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)	(64,467)	(4.90%)		Timing	End of year position still being finalised
Revenue from operating activities					
Rates	(5,000)	(0.24%)		Timing	Interim Rating
Rates (excluding general rate)	(757)	(100.00%)		Timing	CBH rates invoiced in September
Operating grants, subsidies and contributions	12,916	6.86%		Timing	Financial assistance grants
Fees and charges	(11,373)	(6.09%)		Timing	Standpipe charges
Interest earnings	(3,876)	(38.74%)		Timing	Interest on surplus funds
Other revenue	(16,292)	(75.69%)	▼	Timing	Workers compensation reimbursements
Profit on disposal of assets	0	0.00%			Not Applicable
Expenditure from operating activities					
Employee costs	(28,125)	(9.57%)		Timing	Not all budgeted position filled
Materials and contracts	(20,062)	(6.61%)		Timing	Tree mulching
Utility charges	18,103	59.93%	▲	Timing	Standpipe charges
Depreciation on non-current assets	475,216	100.00%	▲	Timing	Depreciation not processed
Interest expenses	3,651	108.21%		Timing	Guarantee levy processed to bank fees
Insurance expenses	(3,828)	(3.09%)		Timing	Timing of premium payments
Other expenditure	6,832	53.10%	▲	Timing	Elected member costs
Loss on disposal of assets	0	0.00%			Not Applicable
Non-cash amounts excluded from operating activities	(378,265)	(98.70%)	▼	Timing	Depreciation not processed
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(175,888)	(46.30%)	▼	Timing	Road funded projects
Proceeds from disposal of assets	0	0.00%		Timing	Budget Profiling
Payments for property, plant and equipment and infrastructure	292,535	73.42%	▲	Timing	Road program
Non-cash amounts excluded from investing activities	0	0.00%			Not Applicable
Financing activities					
Proceeds from new debentures	0	0.00%			Not Applicable
Transfer from reserves	0	0.00%		Timing	Not Applicable
Repayment of debentures	(0)	(0.00%)		Timing	Not Applicable
Transfer to reserves	(181)	(3.58%)		Timing	Not material
Closing funding surplus / (deficit)	101,139	0.00%			As per explanations above

9.1.4 Amendment to 2026-27 Fees and Charges – Community Bus Hire Fees

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	16 September 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	Nil

Summary
For Council to consider an amendment to the adopted fees & charges to include a fee associated with the hire of the Community Bus.

Background
Under the Local Government Act 1995 (the Act), a local government may impose and recover fees and charges for goods or services it provides or proposes to provide. Fees and charges are generally imposed when adopting the annual budget; however, section 6.16 permits fees and charges to be imposed during a financial year and amended from time to time during a financial year, by absolute majority.

Where a fee or charge is imposed after the annual budget has been adopted, section 6.19 requires the local government to give local public notice of its intention to do so and the date from which the fee or charge is proposed to apply. As section 6.9 of the Act does not specify the period of public notice to be given, a notice period as per the Local Government (Administration) Regulations 1996 section 3A(1)(b) will apply, being not less than seven days.

The officer is proposing a minor amendment to the 2026/27 Fees and Charges Schedule to include a fee for the hire of the Cuballing Community Bus.

Further to this the officer is including a minor change to the adopted Fees and Charges for the Refuse Site fee.

Comment
The Shire of Cuballing has been gifted a Toyota Coaster vehicle to be used as a community bus. To cover the costs of the usage of the bus Council wishes to charge a hire fee. As there is no hire or bond fee listed in the current fees & charges schedule Council will need to make a minor adjustment to the fees and charges schedule to include a bus hire fee.

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

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

Statutory Environment
Local Government Act 1995
Section 6.16 – Imposition of fees and charges.
A local government can, by an absolute majority decision, impose fees and charges for goods and services it supplies.

Section 6.17 – Setting level of fees and charges
In determining the amount of a fee or charge the local government is to consider the provision cost, the community importance and alternative provider pricing of those goods and services.

Section 6.19 (Local government to give notice of fees and charges) - The local government is to provide local public notice of proposed new fees and the date the new fee will be applied from. It is proposed the new fees be applied from 1 October 2026.

Policy Implications
A policy and associated procedures for the hire of the Community Bus are currently being developed.

Financial Implications
It is expected the proposed changes will have minimal impact on the 2026-2027 Annual Budget. However, this will be reviewed during the year and any necessary adjustment made at that time.

Consultation
Michelle Atwell – Community Development Officer

Options
Council may resolve:
1. the Officer's Recommendation;
2. that the 2026/27 Fees & Charge Schedule be adopted with minor amendments;
3. that the 2026/27 Fees and Charge Schedule be deferred for further deliberations.

Voting Requirements
Absolute Majority required.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/80

That pursuant to section 6.16 of the L*ocal Government Act 1995*, Council amends the 2026-2027 Fees and Charges Schedule to include the following:

1. Use of Community Bus -
a) Bus hire fee of $0.99 per kilometre (including GST)
b) Bus hire bond of $200 per hire

2. Request the Chief Executive Officer give local public notice of the Council's intention to impose these new fees and charges effective from 1 October 2026.

Moved Cr Sexton Seconded Cr Dent CARRIED BY ABSOLUTE MAJORITY 4/0

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

9.2 CHIEF EXECUTIVE OFFICER

9.2.1 RFQ 01/2026-27 Supply of Bitumen Surfacing Works

Applicant:	Internal report
File Ref. No:	
Disclosure of Interest:	Nil
Date:	14 September 2026
Author:	Bruce Brennan – Manager Works & Services
Senior Officer:	Chris Paget – Chief Executive Officer
Attachments:	Evaluation Matrix *(separate - Commercial in Confidence)*

Summary
Council is requested to consider awarding the Request for Quotation (RFQ 01/2026-27) Supply of Bituminous Seals, to Bitutek Pty Ltd, for the sum of $374,409.56 excluding GST, to undertake various road sealing projects as contained within the 2026/27 Budget and as listed in the attached evaluation matrix.

Background

The 2026/27 Budget lists road sealing works which are part of ongoing upgrade, maintenance and preservation of road assets within the Shire and in accordance with the Council's Ten-Year Road Program.

The Manager Works and Services and the Consulting Engineer have conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads in this financial year.

The proposed road seal works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the $250,000 expenditure threshold and therefore it was necessary to go to tender or alternatively for it to be facilitated through a WALGA RFQ process.

The Road Seal RFQ was facilitated through the WALGA Panel of Preferred Suppliers PSP009-006 *Bitumen & Sprayed Bituminous Surfacing* which satisfies the Local Government statutory requirements and Council's Purchasing Policy.

Comment

The Bitumen Surfacing Works RFQ document was circulated to three suppliers listed in the WALGA Panel noted above and was open to responses from 22 July to 14 August 2026. These companies were:

- Bitutek Pty Ltd
- Fulton Hogan
- COLAS Western Australia Pty Ltd

These 3 companies that provided a quote are prequalified WALGA preferred suppliers and have relevant experience for these works; all submissions received were deemed to be compliant based on the specifications contained within the RFQ.

The RFQ was evaluated using the non-weighted cost method and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on predetermined bitumen application rates for each road listed in the RFQ document, so that suppliers were quoting on an equal basis. The predetermined bitumen

application rates for these roads are estimates based on the Consultant Engineer's experience and judgement, however these may vary slightly from a compliant seal design that would be conducted by the preferred contractor.

An evaluation panel was formed that consisted of the Manager Works and Services and the independent Consulting Engineer.

The Combined Assessment Rankings for the four compliant submissions are illustrated below:

Contractor	Ranking
Bitutek Pty Ltd	1
Fulton Hogan	2
COLAS WA	3

Bitutek's submission was scored the highest and is the best value submission from this procurement process.

Bitutek have previously been successful with the Shire's road sealing RFQs/tenders and have provided good quality workmanship, along with being able to meet all criteria as set out in the current RFQ specifications including works delivery timelines.

Statutory Environment

Local Government Act 1995 section 3.57 – Tenders for providing goods or services
Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications
RFQ 01/2026-27 complies with the requirements of Council's Purchasing Policy 2.2.

It is noted that the procurement was facilitated through the WALGA Preferred Supplier Program and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A.

Financial Implications
This contract amount is wholly contained within the materials and contracts component of the various capital road projects within the adopted 2026/27 Budget and an indicative 10% contingency which will be reviewed in the middle of the financial year.

Consultation

Internal Executive management team
Rod Munns, Engineering Consultant

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.

Voting Requirements
Simple majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/81

That Council:
1) Award the works under RFQ 01/2026-27 to Bitutek Pty Ltd for the sum of $374,409.56 excluding GST; and
2) Authorise the CEO to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated bitumen sealing provisions within the 2026/27 Annual Budget.

Moved Cr Dent **Seconded Cr Sexton** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

9.2.2 RFQ 02/2026-27 Supply of Stabilisation and Wet Mixing Services

Applicant:	Internal report
File Ref. No:	
Disclosure of Interest:	Nil
Date:	14 September 2026
Author:	Bruce Brennan – Manager Works & Services
Senior Officer:	Chris Paget – Chief Executive Officer
Attachments:	Evaluation Matrix *(separate - Commercial in Confidence)*

Summary
Council is requested to consider awarding the Request for Quotation (RFQ 02/2026-27) Supply of Stabilisation and Wet Mixing Services to Western Stabilisers for the sum of $94,873.96 excluding GST, to undertake various road stabilisation projects as contained within the 2026/27 Budget.

Background

The 2026/27 Budget lists road stabilisation works which are part of ongoing maintenance and preservation of road assets within the Shire and in accordance with the Council's Ten- Year Road Program.

The Manager Works and Services and the Consulting Engineer have conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads in this financial year.

These works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the $250,000 expenditure threshold and therefore it was necessary to go to tender or for it to be facilitated through a WALGA RFQ process.

The Supply of Materials Stabilisation and Wet Mixing Services RFQ was facilitated through the WALGA Panel of Preferred Suppliers PSP009-016 *Road Profiling and Stabilisation Works*, which satisfies the Local Government statutory requirements and Council's Purchasing Policy.

Comment

The Materials Stabilisation and Wet Mixing RFQ document was circulated to three suppliers listed in the WALGA Panel noted above and was open to responses from 22 July to 14 August 2026. These companies were:

- Western Stabilisers
- Stabilised Pavements of Australia (SPA)
- Downer EDI Works Pty Ltd.

All three companies that were invited to quote are prequalified WALGA preferred suppliers and have relevant experience for these works. Two submissions were received and deemed to be compliant based on the specifications contained within the RFQ; Downer EDI Works did not respond.

The RFQ was evaluated using the non-weighted cost method and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on predetermined treatment and works rates for each road listed in the RFQ document, so that suppliers were quoting on an equal basis. The predetermined rates for these

roads are estimates based on the Consultant Engineer's experience and judgement, however these may vary slightly from a compliant works design that would be conducted by the preferred contractor.

An evaluation panel was formed that consisted of the Manager Works and Services and the independent Consulting Engineer.

The Combined Assessment Rankings for the three compliant submissions are illustrated below:

Contractor	Ranking
Stabilised Pavements of Australia (SPA)	2
Western Stabilisers	1

Western Stabiliser's submission was scored the highest and is the best value submission from this procurement process.

Western Stabilisers have previously provided the Shire with roads stabilising and wet mixing services and have provided consistent good quality workmanship meeting all criteria as set out in the RFQ specifications including works delivery timelines.

Statutory Environment

Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications
RFQ 02/2026-27 complies with the requirements of Council's Purchasing Policy 2.2.

It is noted that the procurement was facilitated through the WALGA Preferred Supplier Program and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A.

Financial Implications
This contract amount is wholly contained within the materials and contracts component of the various capital road projects within the adopted 2026/27 Budget and an indicative 10% contingency which will be reviewed in the middle of the financial year.

Consultation
Internal Executive management team
Rod Munns, Engineering Consultant

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.

Voting Requirements
Simple majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/82

That Council:
1) Award the works required under RFQ 02/2026-27 to Western Stabilisers Pty Ltd for the sum of $94,873.96 excluding GST; and
2) Authorise the CEO to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated stabilising and wet mixing provisions within the 2026/27 Annual Budget.

Moved Cr Sexton **Seconded Cr Dent** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

9.2.3 RFQ 03/2026-27 Supply & Delivery of Aggregate

Applicant:	Internal report
File Ref. No:	
Disclosure of Interest:	Nil
Date:	14 September 2026
Author:	Bruce Brennan – Manager Works & Services
Senior Officer:	Chris Paget – Chief Executive Officer
Attachments:	Quotation submissions – Holcim (Australia) Pty Ltd and Heidelberg Materials *(separate - Commercial in Confidence)*

Summary
Council is requested to consider awarding the Request for Quote (RFQ 03/2026-27) Supply of Aggregate to Heidelberg Materials for various road projects as contained within the 2026/27 Budget.

Background

The 2026/27 Budget lists road project works which are part of ongoing maintenance and preservation of road assets within the Shire and in accordance with the Council's Ten- Year Road Program.

The Manager Works and Services and the Consulting Engineer have conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads in this financial year.

The Supply and Delivery of Aggregate RFQ was facilitated through the WALGA Panel of Preferred Suppliers PSP009-004 *Aggregate, Cement and Concrete Products* which satisfies the Local Government statutory requirements and Council's Purchasing Policy.

Comment

The Supply and Delivery of Aggregate RFQ document was circulated to suppliers listed in the WALGA Panel and was open to responses from 22 July to 14 August 2026. The companies that responded were:

- Boral
- WA Bluemetal
- Heidelberg Materials

WA Bluemetal advised they were unable to offer supply of washed aggregate for the 2026/27 year. The two other companies have relevant experience for these works, and their submissions were deemed to be compliant based on the specifications contained within the RFQ.

The RFQ was evaluated using the non-weighted cost method and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on predetermined treatment and works rates for each road listed in the RFQ document, so that suppliers were quoting on an equal basis. The predetermined rates for these roads are estimates based on the Consultant Engineer's experience and judgement, however these may vary slightly from a compliant works design that would be conducted by the preferred contractor.

An evaluation panel was formed that consisted of the Manager Works and Services and the independent Consulting Engineer.

The Combined Assessment Rankings for the two compliant submissions are below:

Contractor	Ranking
Boral	2
Heidelberg Materials	1

Heidelberg Materials' submission was scored the highest and is the best value submission from this procurement process. The company (formerly known as Hanson Australia) has previously been a supplier of aggregate to the Shire of Cuballing and have provided good quality product meeting all criteria as set out in the RFQ specifications including works delivery timelines.

Statutory Environment

Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications
RFQ 03/2026-27 complies with the requirements of Council's Purchasing Policy 2.2.

It is noted that the procurement was facilitated through the WALGA Preferred Supplier Program and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A.

Financial Implications
This contract amount is wholly contained within the materials and contracts component of the various capital road projects within the adopted 2025/26 Budget and an indicative 10% contingency which will be reviewed in the middle of the financial year.

Consultation
Internal Executive management team
Rod Munns, Engineering Consultant

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.

Voting Requirements
Simple majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/83

That Council:
1) Award the contract for supply and delivery of aggregate under RFQ 03/2026-27 to Heidelberg Materials; and
2) Authorise the CEO to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated provisions for road aggregate material within the 2026/27 Annual Budget.

Moved Cr Dent Seconded Cr Sexton CARRIED 4/0

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

9.2.5 Application to Keep Additional Cat – 1 Hotham Street, Popanyinning

Applicant:	Mrs Y. Kowald
File Ref. No:	A988
Disclosure of Interest:	Nil
Date:	15 September 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	9.2.4A Application for Exemption of Limitation of Number of Cats

Summary / Purpose

Council is requested to consider an application from Mrs Yvonne Kowald to keep additional cats at her residence in Popanyinning.

Background

The Shire of Cuballing Cats Local Law permits only two (2) cats to be kept at premises within a townsite unless granted an exemption, but any such exemption:

- may be made subject to conditions, including a condition that it applies only to the cats specified in the exemption; and
- may be revoked or varied at any time.

The *Cat Act 2011* does not place any restrictions on the number of cats a person may keep.

The property in question at 1 Hotham Street is zoned rural residential with a lot size of 2.0234 hectares, and there are neighbouring dwellings to the east and south.

The Shire's Ranger Mr Beau Smith visited and inspected the property on Friday 14th August 2026 and provided the following advice:

I Beau Smith inspected the property 1 Hotham Street POPANYINNING in relation to an application for exemptions of limitation of number of cats. The cats are primarily kept inside the dwelling on the property, which is kept tidy and hygienic. The dwelling is located on a large rural property. The cats are exercised outdoors sometimes once a day, tethered by harness and lead in an area opening from the dwelling. I inspected the tethers and the area which they exercise and found this to be an effective means to contain the cats to the premises while outside.

Ranger Recommendations:
The property is well suited for the keeping of cats, at very low risk of causing a nuisance or annoyance to neighbor properties. The cats are effectively contained in the dwelling and when in the exercise area. I recommend approval of the additional third cat subject to the conditions s3.8 Cats Local Law 2022, with no additional conditions.

As with previous applications to keep additional animals that have been put forward for consideration, Council must be mindful of not only the level of care and control of pets, but also the risk of any amenity issues for neighbouring properties as well as potential issues for the wider community and environment.

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

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

Statutory Environment
Cat Act 2011

Shire of Cuballing Cats Local Law 2022:

3.4 Application for additional cats

(1) Approval may be given for up to two (2) additional cats, where the total cats kept on the prescribed premises will not exceed four (4) cats.

(2) An application for a permit to keep additional cats at a prescribed premises shall be-

(a) made in writing by an occupier of the premises in relation to those premises;
(b) in a form approved by the local government, describing and specifying the number of cats to be kept on the premises; and
(c) accompanied by the consent in writing of the owner of the premises where the occupier is not the owner of the premises to which the application relates.

3.5 Refusal to determine application

The local government may refuse to determine an application for a permit if it is notmade in accordance with clause 3.4.

3.6 Factors relevant to the determination of application

(1) In determining an application for a permit the local government may have regard to-

(a) the physical suitability of the premises;
(b) the environmental sensitivity and general nature of the location surrounding the premises;
(c) the likelihood of a cat causing nuisance, inconvenience, or annoyance to the occupiers of adjoining land;
(d) any submissions received under subclause (2) within the time specified in subclause (2); and
(e) such other factors which the local government may consider to be relevant in the circumstances of the particular case.

(2) The local government may require an applicant to -

(a) consult with nearby residents; or

(b) advise nearby residents that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice,

before determining the application for a permit.

(3) The local government may specify the extent of consultation with nearby residents, as specified in subclause 3.6(2)(a) and may specify which properties should be consulted.

3.7 Decision on application

(1) The Local Government may-

(a) approve an application for a permit as it was submitted, in which case it shall approve it subject to the conditions in clause 3.8 and may approve it subject to any other conditions it sees fit;

(b) approve an application but specify an alternative number of cats permitted to be housed at the premise; or

(c) refuse to approve an application for a permit.

(2) If the local government approves an application under subclause (1), then it shall issue a permit to the applicant in the form determined by the CEO.

(3) If the local government refuses to approve an application under subclause (1) then it shall advise the applicant accordingly in writing.

3.8 Conditions

(1) Every permit is issued subject to the following conditions -

(a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013;* and

(b) without the consent of the local government, the permit holder will not substitute or replace any cat that is the subject of a permit once that cat -

(i) dies; or

(ii) is permanently removed from the premises.

(2) In addition to the conditions in subclause (1) of this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

Policy Implications
Council has no direct policy to provide guidance for dealing with applications for an exemption from the provisions of the Shire of Cuballing Cats Local Laws.

Financial Implications
Nil

Consultation
Assessment of the premises by the Shire Rangers.

Options
Council may resolve:

1. The Officer's recommendation; or
2. Make a different resolution; or
3. Refuse the application giving reasons.

Voting Requirements
Simple majority

OFFICER RECOMMENDATION:

That Council permit the keeping of 3 cats at 1 Hotham Street, Popanyinning, subject to the following conditions:

1. All cats must be confined to the property and kept under control by the following means:

(a) Fencing and gates on the premises or a portion of the premises where the cats are to be contained, must be of a suitable type, height and construction to prevent the cats at all times from passing over, under or through it, or

(b) An approved electronic confinement.

2. The 3 cats will be prevented from wandering or creating a nuisance whilst outside through the use of leashes/harnesses;

3. Any proven offense regarding the cats under the *Cat Act 2011* will result in the permit being revoked and the number of cats kept at the premises will be reduced to a maximum of two (2) within fourteen (14) days.

4. All cats must be registered with the Shire of Cuballing, and registration and tagging must be maintained in accordance with the *Cat Act 2011*.

5. The approval only applies to the cats identified on the application.

6. Upon the death or disposal of any of the cats, the permit will cease and the number of cats permitted will revert to the lesser number.

7. The local government must be notified in writing of all animals' details and any change to details; this includes change of address and/or change of ownership.

Moved Cr Harris Seconded NIL

MOTION LAPSED FOR LACK OF SECONDER

ALTERNATIVE MOTION / COUNCIL RESOLUTION 2026/84

**The alternative motion became the substantive motion*

That Council permit the keeping of 3 cats at 1 Hotham Street, Popanyinning, subject to the following conditions:

1. The property owner voluntarily constructs a catio (subject to inspection by the Shire Ranger) to a suitable standard to keep 3 cats under control and confined to the property at all times.

2. Any proven offense regarding the cats under the *Cat Act 2011* will result in the permit being revoked and the number of cats kept at the premises will be reduced to a maximum of two (2) within fourteen (14) days.

3. All cats must be registered with the Shire of Cuballing, and registration and tagging must be maintained in accordance with the *Cat Act 2011*.

4. The approval only applies to the cats identified on the application.

5. Upon the death or disposal of any of the cats, the permit will cease and the number of cats permitted will revert to the lesser number.

6. The local government must be notified in writing of all animals' details and any change to details; this includes change of address and/or change of ownership.

Moved Cr Ballantyne **Seconded Cr Dent** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

SHIRE OF CUBALLING

APPLICATION FOR EXEMPTIONS OF LIMITATION OF NUMBER OF CATS

Applicant Details			
Full Name	YVONNE KOWALD		
Residential Address	1 HOTHAM ST POPPANYINNING WA 6309		
Postal Address	[redacted]		
Mobile No.	[redacted]	Telephone No.	N/A
Email Address	[redacted]		
Are you a Pensioner?	☑ Yes ☐ No		
Concession Type	PENSIONER	Card No.	[redacted]

DECLARATION BY OWNER/AGENT

1. I, the registered owner, am 18 years of age or over
2. I am not currently banned, or have been banned from owning a Cat under the Act either permanently or for a specified period

Signature..... Date....4-5-26.....

Description of Premises	
Address Where Cats will be kept	1 HOTHAM ST POPPANYINNING WA 6309
Are you the Owner of the Property?	☑ Yes ☐ No
If you are not the owner of the Property, you will need to obtain a written letter of permission from the owner or authorised agent	
Buildings on the Property (eg. How many types of Building(s)	
Will and enclosure be provided for the Cats?	☑ Yes ☐ No
Fencing Type	FARM FENCE WIRE (ELECTRIC ON SOME SIDES)
How many Cats are kept at the property at present?	3
Are you a current paid member of any association or organisation of cat owners?	☐ Yes ☑ No
If 'Yes', please list the association(s) or organisation(s) (including contact details)	
Do you consider there to be any likelihood of these cats causing a nuisance?	☐ Yes ☑ No
If 'Yes', please provide details	

CAT 1			
Name of Cat	BENX	Age	6 MONTHS
Sex	BOY	Sterilised	YES
Colours	JET BLACK	Markings	NO
Breed	DOMESTIC SHORT HAIR		
Previous Shire	N/A		
Microchip No.	[redacted]		
Is the Cat a restricted Breed?	☐ Yes ☑ No		

CAT 2			
Name of Cat	~~TAY~~ LULU	Age	5 YRS
Sex	FEMALE	Sterilised	YES
Colours	TABBY	Markings	NO
Breed	DOMESTIC SHORT HAIR		
Previous Shire	N/A		
Microchip No.	[redacted]		
Is the cat a restricted Breed?	☐ Yes ☑ No		

CAT 3 (Cat that you are applying for exemption)			
Name of Cat	MAX	Age	23 MONTHS
Sex	BOY	Sterilised	YES
Colours	GINGER TABBY	Markings	NO
Breed	DOMESTIC SHORTHAIR		
Previous Shire	N/A		
Microchip No.	[redacted]		
Is the cat a restricted Breed?	☐ Yes ☑ No		

CAT 4 (If Applicable)			
Name of Cat		Age	
Sex		Sterilised	
Colours		Markings	
Breed			
Previous Shire			
Microchip No.			
Is the dog a restricted Breed?	☐ Yes ☐ No		

Additional Information	
Please Detail the reason(s) you wish to keep the additional cat(s)	
THEY ARE ALL INSIDE CATS, 2 GO OUT ON A HARNESS & LEASH/ROPE RUN TWICE A DAY, ALL IN AT NIGHT. I RAISED THE THIRD CAT BY HAND FROM 3 WKS OLD AFTER OUR DOG FOUND HIM IN A FRIENDS BACK YARD. I LOVE ALL MY FUR BABIES-	
Have you ever incurred a penalty of any kind with respect to the keeping of a cat or cats?	☐ Yes ☑ No
Have you had cats registered within another WA Local Government?	☐ Yes ☑ No
If 'Yes', Please provide details	
Previous Local Government	
Name of Cat(s) registered	
Your Previous Address	

Please Provide any further comments and attach all relevant Paperwork

SHIRE OF CUBALLING

APPLICATION FOR EXEMPTION OF LIMITATION OF NUMBER OF CATS

Declaration,

I am aware that the Shire of Cuballing shall inspect the nominated premises and is obliged to notify Owners/Occupiers of properties nearby of the premises nominated in the application to keep more than three (3) cats on a premise.

I am also aware that the Shire of Cuballing shall be entitled to advise persons notified, as mentioned above, as to any data or information contained in this application form. The Shire of Cuballing shall not make a decision with respect to the application until at least twenty-one (21) days after the service of the last of the notices referred to herein and shall take into account a report prepared by a Shire Ranger.

I agree that the Shire of Cuballing may at any time withdraw or amend the terms of any exemption which may at any time be granted with respect to *Section 3.11 of the Cat Local Law 2022 (as amended).*

Full Name.....YVONNE KOWALD..... Date.4-5-26.

Signature.....

Heartland - Brookton
Shop 2, 87 Brookton Hwy
Brookton Western Australia 6306
Ph: (08) 9642 1311
E: enquiries@heartlandsvet.com.au

ABN: 66 826 508 483

Desexing Certificate

Date: 6/5/25

Customer Ms Yvonne Kowald
Address: 1 Hotham St Popanying Western Australia
Phone: [redacted]

Patient Name: Max
Species & Feline - Domestic Shorthair
DOB & AGE: 26/12/2024 - 18 Weeks
Sex & Weight: Male - 2.4 Kilograms
Microchip No: [redacted]

This is to certify that Max, the patient whose details appear above, has been desexed.

De-sexed on: 6/5/25

Clinician: Dr Paige Ludbey, Veterinarian Surgeon

Signature:

Inspection Report:

APPLICATION FOR EXEMPTIONS OF LIMITATION OF NUMBER OF CATS

Inspection Date: 14 August 2026
Inspector Name: Beau Smith, Ranger
Applicant Name: Yvonne Kowald
Location: 1 Hotham Street POPANYINNING WA 6309

I Beau Smith inspected the property 1 Hotham Street POPANYINNING in relation to an application for exemptions of limitation of number of cats. The cats are primarily kept inside the dwelling on the property, which is kept tidy and hygienic. The dwelling is located on a large rural property. The cats are exercised outdoors sometimes once a day, tethered by harness and lead in an area opening from the dwelling. I inspected the tethers and the area which they exercise and found this to be an effective means to contain the cats to the premises while outside.

Ranger Recommendations:
The property is well suited for the keeping of cats, at very low risk of causing a nuisance or annoyance to neighbor properties. The cats are effectively contained in the dwelling and when in the exercise area. I recommend approval of the additional third cat subject to the conditions *s3.8 Cats Local Law 2021*, with no additional conditions *s3.8(2) Cats Local Law 2021*.

Beau Smith
Ranger

9.2.6 Shire of Cuballing and Narrogin Joint Local Emergency Management Arrangements

Applicant:	Internal document
File Ref. No:	ADM233
Disclosure of Interest:	Nil
Date:	22 September 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	9.2.6A Joint Local Emergency Management Arrangements & Local Recovery Plan

Summary / Purpose
For Council to review and adopt the joint Shire of Cuballing and Narrogin Local Emergency Management Arrangements (LEMA) and the associated emergency support and recovery plans.

Background
The Shire of Cuballing and Shire of Narrogin have developed joint Local Emergency Management Arrangements to provide a coordinated approach to emergency management across the region.

The joint arrangements recognise that emergencies do not necessarily occur within local government boundaries and that effective emergency management can require the sharing of resources, information, facilities and personnel between the two Shires and supporting agencies.

The LEMA establishes the overarching framework for:

- prevention and preparedness;
- emergency response and incident support;
- community information and communication;
- emergency relief and support; and
- recovery following an emergency.

The arrangements are supported by specific plans and procedures addressing emergency relief, incident support and community recovery.

The joint LEMA provides a common framework for the Shires of Cuballing and Narrogin to work with emergency management agencies and other stakeholders. The arrangements clarify the respective roles of the Shires during an emergency, including providing support to the relevant Hazard Management Agency or Controlling Agency, assisting with local resources and facilities, supporting community information and assisting with evacuation, relief and recovery where required. The LEMA also provides for cooperation between the two Shires where an emergency impacts across local government boundaries, or where additional resources or assistance are required.

The LEMA is supported by associated plans and procedures, including arrangements for:

- Local Government incident support;
- emergency relief and support;
- evacuation, communications and emergency accommodation;
- community recovery; and

- ongoing review, exercising and continuous improvement.

These supporting documents provide the practical framework for implementing the overarching LEMA during an emergency. The Local Emergency Management Committee endorsed the LEMA and associated arrangements in principle at its meeting held on 15 September 2026.

The joint Local Emergency Management Arrangements provide an appropriate framework for the Shire of Cuballing to coordinate its emergency management responsibilities in conjunction with the Shire of Narrogin and relevant emergency management agencies. This joint approach provides efficiencies in planning, coordination, training, resource sharing and recovery arrangements and recognises the close relationship between the two communities.

Statutory Environment

Emergency Management Act 2005 – sections 36, 41 and 43

Local Government Act WA 1995

Bush Fires Act 1954

Consultation

Chief Executive Officer
Community Emergency Services Manager (CESM)

Joint Shires of Cuballing and Narrogin Local Emergency Management Committee, which includes representatives from relevant Government and emergency management agencies and stakeholders (including local businesses, agricultural producers, and other industries operating within the Shires).

Department of Fire & Emergency Services – District Emergency Management Advisor

Risk Implications

The LEMA documentation provides greater clarity regarding the roles, responsibilities and coordination arrangements applying during an emergency. It will assist in reducing the risk associated with:

- unclear responsibilities;
- inadequate coordination;
- delays in providing local support;
- ineffective communication; and
- insufficient recovery planning.

The arrangements will also be reviewed and updated as required following exercises, incidents, legislative changes and identified lessons.

Policy Implications

Nil.

Financial Implications

There are no significant immediate financial implications arising from the adoption of the LEMA. The Shire will continue to provide for emergency management activities through its annual budget processes, with opportunities to access relevant State and Commonwealth funding programs where available.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023-2033:
Social

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

Governance

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

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 2026/85

That Council:

1. Adopts the joint Shire of Cuballing and Narrogin Local Emergency Management Arrangements and Shire of Cuballing Local Recovery Plan;

2. Authorises the Chief Executive Officer to make minor administrative and formatting amendments to the Local Emergency Management Arrangements that do not materially alter their intent; and

3. Authorises the Chief Executive Officer to submit the endorsed Local Emergency Management Arrangements to the relevant District Emergency Management Committee for noting and progression through the State Emergency Management approval process.

Moved Cr Sexton Seconded Cr Ballantyne CARRIED 4/0

For: Crs Harris, Ballantyne, Sexton and Dent

Against: Nil

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shires of Narrogin & Cuballing
2026

Shire of
Narrogin
Love the life

SHIRE
OF
CUBALLING

Acknowledgement of Country

The Shires of Narrogin and Cuballing acknowledge the Traditional Custodians of the land on which we live and work, the Wiilman people of the Noongar Nation.

We recognise their continuing connection to land, waters, and community, and pay our respects to Elders past, present, and emerging.

Authorisations

This Local Emergency Management Plan has been produced in consultation with community stakeholders, and issued under the authority of *Section 41(1) of the Emergency Management Act 2005* and has been endorsed by the Narrogin–Cuballing Local Emergency Management Committee (LEMC) and the respective Councils of the Shires of Narrogin and Cuballing.

The Narrogin–Cuballing Local Emergency Management Committee is established under *Section 38* of the *Emergency Management Act 2005.*

Aim

The aim of these Local Emergency Management Arrangements is to provide a coordinated framework to support effective prevention, preparedness, response, and recovery activities for emergencies affecting the Narrogin–Cuballing region, consistent with an all hazards approach to emergency management. The arrangements seek to strengthen community resilience, support inter-agency coordination, and enhance the capability of local stakeholders to manage the impacts of emergencies on people, property, infrastructure, the environment, and community function.

Purpose

The purpose of these arrangements is to:

- Outline the local emergency management framework for the Narrogin–Cuballing region
- Identify the roles and responsibilities of agencies, organisations, and stakeholders involved in emergency management
- Support coordinated decision-making, communication, and resource sharing during emergencies
- Provide a foundation for emergency preparedness, response, and recovery activities across all hazards
- Support compliance with the requirements of the Emergency Management Act 2005 and associated State Emergency Management policies and plans
- Promote community awareness, resilience, and preparedness across the region
- Support collaboration between local governments, Hazard Management Agencies, support organisations, industry, and the community.

Endorsements

Local Emergency Management Committee

Endorsed on: ___ / ___ / 20__

Shire of Narrogin Council

Adopted on: ___ / ___ / 20__

Shire of Cuballing Council

Adopted on: ___ / ___ / 20__

Distribution

This Plan has been tabled for noting with the Great Southern District Emergency Management Committee and the State Emergency Management Committee (SEMC), in accordance with legislative requirements.

The Plan is publicly available via the Local Government websites:

www.narrogin,wa.gov.au

www.cuballing.wa.gov.au

A hard copy of this document is available for inspection during office hours, free of charge, at the front counters of the Shire of Narrogin and Shire of Cuballing Administration Offices.

Controlled distribution of this Plan includes, but is not limited to:

- Cuballing Volunteer Bush Fire Brigades
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education
- Department of Fire and Emergency Services
- Department of Primary Industries and Regional Development
- Main Roads Western Australia
- Narrogin Cottage Homes
- Narrogin State Emergency Service
- Narrogin Volunteer Bush Fire Brigades
- Narrogin Volunteer Fire and Rescue Service
- Shire of Cuballing
- Shire of Narrogin
- St John Ambulance Australia
- WA Country Health Service
- Western Australia Police Force
- Western Power
- Water Corporation

Review and Amendments

This Plan will be reviewed to ensure it remains current, effective, and reflective of the local risk environment.

Version	Date	Section/ Page Amended	Description of Amendment	Amended By	Approved By
0.1	20/05/26	Entire Document	Transfer of content from original draft to new template and internal review	P.Gibson	__

Review Schedule

- **Minor review:** Every two (2) years
- **Major review:** Every five (5) years
- **Out-of-cycle review:** As required, including following:
    - Significant emergency events
    - Changes to legislation or policy
    - Outcomes of exercises or post-incident reviews

Responsibility for Review

Responsibility for maintaining and reviewing this Plan rests with:

- The Local Government (designated Emergency Management Officer / CESM)
- The Local Emergency Management Committee, which provides oversight, input, and endorsement of updates

Amendments to the Plan will be documented and recorded, with updated versions distributed to relevant stakeholders.

Contact Details

For further information regarding this Local Emergency Management Plan, please contact:

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Website: www.cuballing.wa.gov.au

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Part 1 – Local Government Emergency Management

Emergency management is the process of minimising emergency risks and managing the impacts and consequences of hazards on the community.

Emergency management in Western Australia is guided by the *Emergency Management Act 2005* and the Western Australian State Emergency Management Policy, Plans and Procedures, collectively known as the State Emergency Management Framework.

The *Emergency Management Act 2005* defines emergency management as the management of the adverse effects of an emergency, including:

- Prevention: measures to prevent or reduce the likelihood of an emergency.
- Preparedness: arrangements to ensure that, should an emergency occur, communities, resources and services are prepared to respond appropriately.
- Response: actions taken in anticipation of, during and immediately after an emergency to minimise its effects.
- Recovery: the coordinated process of supporting communities impacted by emergencies in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.

All levels of government, together with community organisations, households and businesses, contribute to emergency management—particularly in reducing risks and being prepared.

However the Hazard Management Agency has overall responsibility for a hazard, and the Controlling agency has responsibility for emergency response.

Under section 36 of the *Emergency Management Act 2005*, Local Government is responsible for maintaining Local Emergency Management Arrangements for its district and for managing recovery following an emergency affecting the community.

Local Emergency Management Priorities

The Narrogin–Cuballing Local Emergency Management Arrangements support an all-hazards approach and focus on the following priorities across the Prevention, Preparedness, Response and Recovery spectrum:

Prevention:
Supporting risk reduction activities through land use planning, mitigation works, community education, infrastructure resilience, and risk-informed decision making.

Preparedness:
Strengthening local capability through planning, training, exercising, inter-agency coordination, public awareness, and maintaining effective emergency management arrangements.

Response:
Supporting a coordinated and scalable multi-agency response that prioritises life safety, protection of critical infrastructure, community information, and effective resource coordination.

Recovery:
Supporting communities to recover from emergencies through coordinated recovery arrangements that address social, economic, environmental, and built impacts while strengthening long-term resilience.

In Western Australia, the Local Government role in emergency management is centred on:

Community leadership:
Providing visible leadership, reassurance and direction to the community, including clear, coordinated public information in support of the Controlling Agency and partner agencies.

Community recovery:
Leading and coordinating local recovery in line with State arrangements, enabling a safe and timely transition from response to recovery for people, services and local economies.

Incident support:
Supporting the Controlling Agency and partner agencies during emergencies (e.g., local knowledge, public information support, logistics, operations, continuity of essential Local Government services), consistent with the State Emergency Management Framework.

Local Governments also continue key business as usual functions during emergencies wherever it is safe to do so, including:

- Managing local roads**,** including maintenance and traffic management on local roads and supporting emergency operations by enabling safe access for response agencies and reducing exposure to hazard areas.
- Providing essential waste services and managing emergency related waste impacts to protect public health, including debris, spoiled goods or contaminated materials generated by the incident.
- Protecting community health by monitoring, regulating and managing public and environmental health risks that may arise or escalate during an emergency, such as contamination, food safety issues, vector control or sanitation impacts**.**

The Shire of Narrogin and Shire of Cuballing Local Emergency Management Plan 2026 sets out how the Local Government meets its emergency management responsibilities and communicates to Council, staff and the community the strategic priorities for emergency management.

The Local Emergency Management Plan is supported by operational plans, procedures and guidance, including the Incident Support Handbook, which provides quick access to critical operational information when an emergency is imminent or occurring. Together, these documents form the Local Emergency Management Arrangements.

The Local Emergency Management Plan was developed in consultation with the Local Emergency Management Committee (LEMC), Council, emergency services and community stakeholders.

Commitment Statement

The Shire of Narrogin and Shire of Cuballing are committed to meeting their responsibilities under the Emergency Management Act 2005 and Bush Fires Act 1954, and to working in partnership with the Department of Fire and Emergency Services (DFES), Hazard Management Agencies, and the local community to reduce emergency risk and support effective response and recovery outcomes.

The Shires recognise that effective emergency management is underpinned by strong local capability, informed decision-making, and collaboration across agencies and the community. To achieve this, the Shires are committed to:

- Strengthening local emergency management capability through planning, training, exercising, and continuous improvement aligned with the State Emergency Management Framework and AIIMS principles.
- Supporting the Controlling Agency during emergencies by providing coordinated incident support functions, including local knowledge, logistics support, distributing public information, and continuity of essential Local Government services.
- Leading and coordinating community recovery to support the restoration of essential services, infrastructure, and the social, economic and environmental wellbeing of affected communities.
- Promoting community resilience and preparedness through engagement, education, and clear, consistent communication to ensure residents are informed, prepared, and able to respond to emergency risks.
- Maintaining critical Local Government services during emergencies, where safe to do so, including local road access, waste management, and environmental health functions to protect public safety and support emergency operations.

The Shires are committed to a proactive, risk-based approach to emergency management, ensuring that planning, mitigation and preparedness activities are aligned to local risk profiles, emerging threats, and the protection of human life, property, and critical infrastructure.

Strategic Alignment

This Local Emergency Management Plan aligns with the Shire of Narrogin and Shire of Cuballing Strategic Community Plans and Corporate Business Plans, ensuring that emergency management contributes to the broader community vision of safe, resilient, and sustainable communities.

Emergency management is a core enabler of the Shires' strategic objectives, particularly those relating to community safety, infrastructure resilience, environmental stewardship, and sustainable development. This Plan supports these objectives by embedding a proactive, risk-based approach to prevention, preparedness, response and recovery across all areas of Local Government operations.

The Local Emergency Management Plan forms part of the Shires' integrated planning and reporting framework and operates as a key informing strategy to the Strategic Community Plan. It ensures that emergency risk is considered in long-term planning, resource allocation, land use decision-making, and service delivery.

There are local Emergency Management Policies incorporated in this plan. This Plan is supported by, and aligns with, a range of Local Government plans and frameworks, including:

- Bushfire Risk Management Plan (BRMP) – guiding targeted mitigation activities, fuel load reduction, and protection of human settlements, infrastructure, and environmental assets.
- Business Continuity Plan (BCP) – ensuring the continuation of critical Local Government services during and after an emergency.
- Public Health Plan – supporting the management of public and environmental health risks arising from emergencies.
- Asset Management Plans – ensuring critical infrastructure is maintained and resilient to hazard impacts.
- Local Planning Strategy and Schemes – integrating emergency risk considerations into land use planning and development.

Through this alignment, the Shires ensure that emergency management is not a standalone function, but is integrated across governance, operations, and community engagement activities. This approach strengthens local capability, supports effective decision-making, and enhances the resilience of communities to withstand and recover from emergencies.

Scope of the Local Emergency Management Plan

This Local Emergency Management Plan provides a strategic overview of the emergency management arrangements for the Shire of Narrogin and Shire of Cuballing. It outlines how the Local Governments meet their responsibilities under the Emergency Management Act 2005 and support the broader State Emergency Management Framework.

The LEMP is not an operational document. It does not replace hazard-specific operational plans, incident action plans, or the responsibilities of Hazard Management Agencies (HMAs) and Controlling Agencies. Instead, it defines governance, coordination, and support arrangements to enable an effective, integrated approach to emergency management.

This Plan is primarily focused on Local Government roles and responsibilities, including:

- Community leadership and public information support
- Incident support to the Controlling Agency
- Coordination of local recovery
- Continuity of essential Local Government services

Operational detail to support emergency response is contained within supporting documents, including the Incident Support Handbook, procedures, and agency-specific plans.

The Shires recognise that emergencies may exceed local capability. Where this occurs, escalation arrangements are applied in accordance with the State Emergency Management Framework, enabling support at:

- District level (e.g. Incident Management Team expansion, District Emergency Coordinator support)
- State level (e.g. State Emergency Coordination Group, additional resources and capability)
- Commonwealth level, where required for significant or prolonged events

This ensures that emergencies are managed at the appropriate level, with access to the necessary resources, coordination, and support.

Funding the Plan

The Shire of Narrogin and Shire of Cuballing fund emergency management activities through their annual budgeting processes, ensuring allocation of resources across prevention, preparedness, response, and recovery.

This includes funding for:

- Bushfire mitigation and fuel load reduction activities
- Training, exercising and capability development
- Support to Volunteer Bush Fire Brigades, including equipment and operational needs
- Emergency management planning and community engagement initiatives
- Recovery coordination and post-incident support activities

The Shires actively seek and utilise external funding sources to support emergency management outcomes, including:

- Mitigation Activity Fund (MAF) and other State mitigation programs to reduce bushfire risk and protect human settlements, infrastructure and environmental assets
- Disaster Recovery Funding Arrangements – Western Australia (DRFA WA) for eligible response, recovery and reconstruction costs following declared events
- Lord Mayor's Distress Relief Fund (LMDRF) to support community recovery for eligible disasters
- All West Australians Reducing Emergencies (AWARE) grant funding
- Other State, Commonwealth and corporate grant programs that enhance local capability, resilience and preparedness

During emergencies, the Chief Executive Officer (CEO) may exercise delegated authority to enable timely decision-making, including:

- Rapid procurement of goods and services
- Allocation and reallocation of resources
- Activation of emergency financial provisions

Where required, the Shires may utilise emergency reserve funds or reallocation of budget resources to ensure immediate access to funding prior to reimbursement through external funding arrangements.

Communication

The Shire of Narrogin and Shire of Cuballing are committed to ensuring the community is informed about emergency management arrangements and progress against this Local Emergency Management Plan.

Updates on the implementation and effectiveness of this Plan will be communicated through standard Local Government reporting and communication channels, including:

- Annual Report – summarising key achievements, improvements in capability, and progress against emergency management priorities.
- Government website – providing access to the LEMP, supporting documents, and relevant emergency management information.
- Newsletters, media releases and public notices – used to communicate updates, initiatives, and community safety messaging as required.

In addition to formal reporting, the Shires utilise local communication channels and community networks to support awareness and preparedness, particularly in relation to bushfire risk, seasonal readiness, and mitigation activities.

The development of this Plan has been informed through consultation with the Local Emergency Management Committee, emergency services, partner agencies, and key stakeholders. Community engagement activities, including workshops, forums and targeted communication, are undertaken where appropriate to ensure local knowledge, risks and expectations are considered.

The Shires are committed to clear, consistent and timely communication, supporting the Controlling Agency during emergencies and ensuring alignment with official warnings and advice.

Part 2 – Community Context

Community Profile

The Shires of Narrogin and Cuballing are located within the Upper Great Southern region of Western Australia, approximately 190 kilometres south-east of Perth. The two local government areas are closely linked geographically, economically, and operationally, forming a connected rural district that functions as both an agricultural production area and a regional service centre.

The region is characterised by a predominantly broadacre agricultural landscape, with the Narrogin townsite acting as a key regional hub, supported by smaller communities including Cuballing and Popanyinning, along with dispersed rural properties. This interconnected settlement pattern creates a shared risk environment, particularly where townsites, infrastructure, and farmland interface with remnant vegetation and unmanaged areas.

Land use across the district is primarily agricultural, including cropping and livestock production, with additional land uses comprising:

- Rural-residential developments surrounding townsites
- Remnant vegetation and conservation reserves, including areas associated with the Dryandra Woodland complex
- Transport and infrastructure corridors, including major road and rail networks
- Utility corridors, including above-ground pipeline infrastructure

The landscape across the Narrogin–Cuballing region is varied, consisting of gently undulating farmland, broad valley systems, transport corridors, and areas of more complex terrain, particularly in the western portions of Cuballing and Narrogin where granite outcrops, ridgelines, and remnant bushland are more prevalent. These geographical features influence emergency management activities across a range of hazards by affecting access, mobility, communications, infrastructure resilience, and emergency response capability, particularly in areas where access may be constrained or isolated during an incident.

The region experiences a semi-arid Mediterranean climate, characterised by hot, dry summers and mild, wetter winters. Seasonal weather patterns contribute to a range of emergency management risks, including bushfire, severe weather, heatwave, storm impacts, and infrastructure disruption. Extended dry periods, extreme temperatures, strong winds, and episodic heavy rainfall events can increase pressure on communities, agriculture, transport networks, and essential services. These conditions are generally consistent across both local government areas and contribute to a shared all hazards risk environment requiring coordinated preparedness, response, and recovery arrangements.

Environmental and cultural values across the region include:

- Remnant vegetation communities within the Wheatbelt ecological systems
- Threatened Ecological Communities, including Eucalypt Woodlands of the Western Australian Wheatbelt
- Areas of cultural significance to the Wiilman people of the Noongar Nation
- Heritage buildings and sites within both Narrogin and smaller townships, reflecting early agricultural settlement

Population & Demographics

The combined population of the Shires of Narrogin and Cuballing represents a small but regionally significant rural community, with Narrogin providing a larger population base and service centre, and Cuballing contributing smaller, dispersed rural communities.

The population is primarily concentrated within the Narrogin townsite, with smaller populations located in Cuballing, Popanyinning, and surrounding rural farming areas. This dispersed population distribution influences emergency management planning across a range of hazards, including access to essential services, emergency response capability, communications, evacuation considerations, and recovery support requirements. Rural and isolated communities may experience increased vulnerability during emergencies due to longer response times, limited infrastructure redundancy, and reduced access to support services during prolonged or widespread incidents.

Key demographic characteristics across the region include**:**

- A stable population, with limited growth and influenced by regional economic conditions
- A median age higher than metropolitan areas, reflecting an ageing rural population
- A notable proportion of residents within vulnerable age groups (under 14 and over 65)
- A predominantly Australian-born population, with smaller culturally diverse groups
- A strong reliance on volunteer-based emergency services and community support networks

Socio-economic factors influencing vulnerability include:

- Dependence on agriculture and seasonal economic activity.
- Limited access to services in rural and outlying areas, particularly within the Cuballing district.
- Workforce pressures impacting volunteer availability, particularly during peak farming periods.

Population fluctuations may occur due to:

- Seasonal agricultural activities such as seeding and harvesting
- Tourism and visitation to natural attractions, including the Dryandra Woodland

Critical Infrastructure

Critical infrastructure across the region includes:

- Transport networks, including the Great Southern Highway, regional road network, and Tier 2 rail corridor
- Water infrastructure, including the Water Corporation pipeline network and associated facilities
- Electricity distribution networks servicing both urban and rural areas
- Telecommunications infrastructure, critical for emergency communication and coordination

These infrastructure systems are interconnected across both local government areas, meaning disruption in one area has the potential to impact the broader region. Bushfire impacts to transport corridors, power supply, or communications networks can result in cascading effects, including restricted emergency access, economic disruption, and reduced community connectivity.

Community Facilities and Networks

The Narrogin and Cuballing communities are supported by a range of facilities and networks that contribute to community wellbeing, emergency response, and resilience.

Key facilities include:

- Recreation centres, sporting facilities, and community halls
- Libraries and civic buildings
- Visitor centres and public information points

Narrogin provides the majority of regional facilities and services, while Cuballing and surrounding localities rely on a combination of local infrastructure and access to services within Narrogin.

Community networks across the region include:

- Volunteer emergency services, forming the primary emergency response capability
- Sporting clubs and local associations
- Community service organisations and support providers

Volunteerism is a defining strength of the region, with strong participation in emergency service volunteering, mitigation activities, and community support roles. Local knowledge also play a significant role in supporting operational response and recovery efforts.

Additional support is provided through:

- Aged care and disability services
- Informal rural support networks
- Partnerships with State agencies and neighbouring local governments

These networks are critical in supporting preparedness, response, and recovery, particularly in rural areas where formal services are be limited.

Community Resilience and Vulnerability

The Narrogin–Cuballing region demonstrates a high level of resilience within a diverse emergency management environment, supported by strong community networks, capable volunteer emergency services, and a well-established understanding of local risks and community needs. The region is exposed to a broad range of natural, technological, and human-caused hazards, including severe weather, infrastructure disruption, transport incidents, public health emergencies, and environmental events. This broad risk landscape supports the need for a coordinated, flexible, and adaptable all hazards approach to emergency management across prevention, preparedness, response, and recovery activities.

Key strengths include:

- Strong and experienced volunteer emergency services capability, providing multi-hazard response capacity across fire, storm, rescue, and support functions
- High levels of community awareness and preparedness, particularly in relation to seasonal hazards, with a culture of self-reliance and local knowledge
- Established cross-boundary coordination between local governments, agencies, and industry, supporting effective resource sharing and regional response arrangements
- Local knowledge of hazard-prone environments, including transport corridors, agricultural landscapes, and critical infrastructure locations

Key vulnerabilities include:

- Dependence on critical infrastructure networks, including transport routes, power supply, telecommunications, and water systems, which are susceptible to disruption across multiple hazard types
- Limited population base impacting long-term volunteer sustainability, affecting capacity to maintain emergency response and recovery functions over time
- Vulnerable population groups, including elderly residents, isolated individuals, and those with access or mobility limitations, requiring targeted planning and support during emergencies
- Access constraints in areas of complex terrain and along key infrastructure corridors, which may delay response times and complicate emergency operations across a range of hazard scenarios
- Exposure to climate variability and extreme weather events, increasing the frequency and intensity of hazards such as heatwaves, storms, and bushfires

Understanding these strengths and vulnerabilities enables a targeted, risk-based approach to emergency management, ensuring that planning, mitigation, preparedness, response, and recovery activities are aligned to the region's all hazards risk profile. This supports both local governments in enhancing community safety, protecting critical infrastructure, and building long-term resilience across the Narrogin–Cuballing area.

Likely Hazards and Emergency Risks

Bushfire

Bushfire is the primary and most significant emergency risk across the Narrogin–Cuballing region.

The combination of the following factors influence bushfire risk:

- Extensive agricultural land with cured grasses and crop fuels
- Remnant vegetation and conservation reserves
- Rural–urban interface areas surrounding townsites
- Hot, dry summers and strong easterly winds creates conditions conducive to fast-moving, high-intensity fires.

Bushfires may result in:

- Threats to life and property, particularly in rural and peri-urban areas
- Disruption to critical infrastructure, including transport, power, and communications
- Significant economic losses to agricultural operations
- Impacts to environmental and cultural assets

The likelihood of bushfire is **high**, particularly during the fire danger season (October–April), with consequences ranging from **moderate to extreme** depending on conditions and location.

Severe Weather (Storm, Heatwave and Flood)

Severe weather, including thunderstorms, strong winds, intense rainfall, heatwaves, and localised flooding, presents a recurring risk to the region.

Severe Weather events may result in:

- Damage to buildings, infrastructure, and crops
- Fallen trees and debris impacting roads and access
- Localised flooding, erosion, and drainage issues
- Heat-related illness and increased demand on health services
- Power outages and disruption to communications

While often short in duration, severe weather events can result in **moderate to high consequences**, particularly where critical infrastructure or vulnerable populations are affected.

The likelihood is **moderate**, with seasonal peaks associated with summer storm activity and extreme heat events, with consequences ranging from moderate to extreme depending on conditions and location.

Hazardous Materials (HAZMAT)

Hazardous materials incidents may occur within the region as a result of transport, agricultural, or industrial activities.

Potential sources include:

- Transport incidents along major road and rail corridors
- Agricultural chemical use, storage, and handling
- Industrial or commercial operations

These incidents may result in:

- Risks to public health and safety
- Environmental contamination of land and water
- Establishment of evacuation or exclusion zones
- Disruption to surrounding areas and infrastructure

The likelihood is **low**, however consequences may be **moderate to high** depending on the scale, substance, and location of the incident.

Transport Emergency

The region is serviced by key transport routes, including the Great Southern Highway, regional road networks, and a Tier 2 rail corridor, which support movement of people, goods, and agricultural freight.

Transport-related incidents may include:

- Road crashes, including those involving heavy vehicles
- Rail incidents or derailments

These incidents may result in:

- Injury or loss of life and risks to public safety
- Restricted or delayed emergency response due to access constraints
- Disruption to essential goods movement and regional supply chains
- Secondary impacts, including hazardous material release or fire

The likelihood is **moderate**, with consequences ranging from **low to high** depending on the severity and location of the incident.

Animal and Plant Biosecurity

The Narrogin–Cuballing region has a strong reliance on agriculture, increasing its vulnerability to biosecurity threats affecting livestock, crops, and the natural environment.

These may include:

- Livestock disease outbreaks
- Crop pests and plant diseases
- Invasive species impacting agricultural or natural systems

Biosecurity incidents may result in:

- Economic losses to primary producers
- Disruption to local and regional supply chains
- Restrictions on movement of goods and livestock
- Long-term impacts on land productivity and environmental health

The likelihood is **low to moderate**, with consequences considered **moderate to high**, particularly where impacts occur at a regional or industry-wide scale.

Critical Infrastructure Failure

Failure of critical infrastructure may occur as a standalone event or as a consequence of other hazards such as bushfire, storm, or heatwave.

Key infrastructure at risk includes:

- Power supply networks (e.g. Western Power)
- Water supply systems, including pipelines and pumping infrastructure
- Telecommunications networks
- Wastewater and sewage systems

Infrastructure failures may result in:

- Impacts to community safety, including reduced access to information and emergency warnings
- Disruption to essential services, including health, water, and sanitation
- Business continuity impacts across agriculture, industry, and local services
- Increased vulnerability of at-risk populations during prolonged outages

The likelihood is **moderate**, with consequences ranging from **moderate to high**, particularly where disruptions are widespread or prolonged.

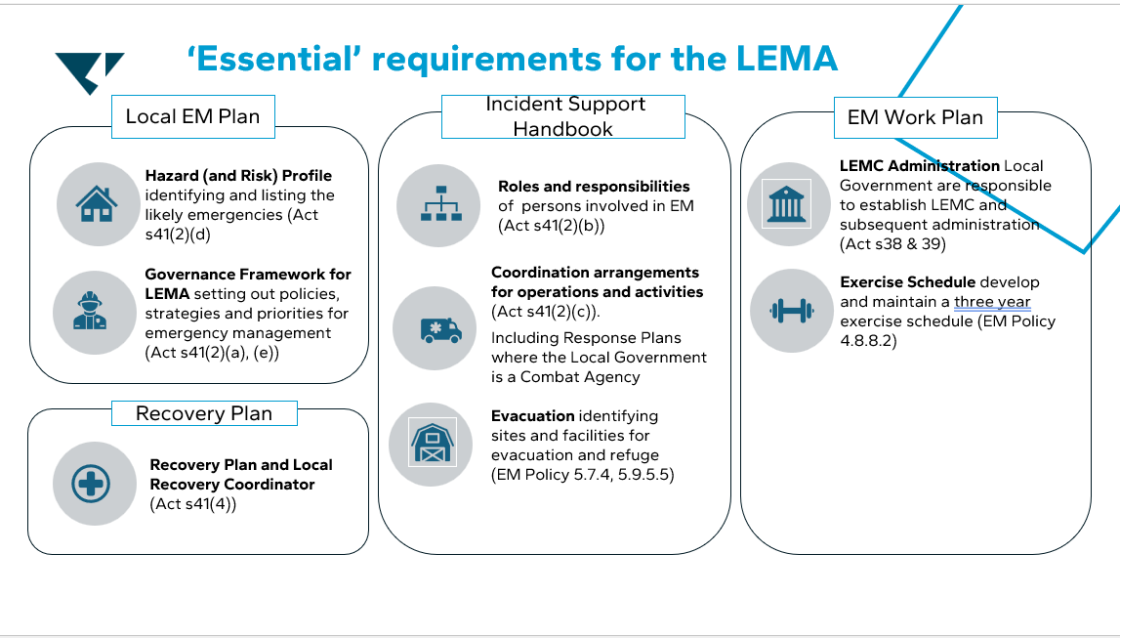
Part 3 Preparing for Emergencies

Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) comprises of a suite of documents that collectively outline the strategies, responsibilities, and processes for emergency management within the district, in accordance with Section 41(2) of the *Emergency Management Act 2005*.

This Local Emergency Management Plan is the overarching strategic document adopted by Council, establishing the framework for how emergency management is coordinated across the Shires of Narrogin and Cuballing. It provides high-level guidance and is supported by a range of operational, functional, and hazard-specific documents.

Together, these documents ensure a coordinated and consistent approach to prevention, preparedness, response, and recovery activities across the region.



Emergency Management Roles and Responsibilities

Effective emergency management relies on the collaboration, coordination, and integration of activities across all relevant agencies, organisations, and levels of government.

This approach supports:

- Shared responsibility for resilience and response
- Efficient use of resources and expertise
- Clear roles and responsibilities for all partners
- Coordinated actions to protect life, property, and the environment

Hazard Management Agencies (HMA)

A Hazard Management Agency (HMA) is the prescribed agency responsible for emergency management—including prevention, preparedness, response, and recovery—for a specific hazard under the *Emergency Management Act 2005*.

There are 28 prescribed hazards in Western Australia, each with a designated HMA and, where applicable, a Controlling Agency with responsibilities for managing the response to an incident.

Local Governments - Incident Support Role

During an emergency, Local Government supports the Controlling Agency and Incident Management Team (IMT) within its capacity. This may include:

- Provision of plant, equipment, and personnel
- Support for logistics, access, and infrastructure
- Assistance with community information and local knowledge
- Support to evacuation centres and welfare arrangements
- Operational roles and responsibilities are detailed within the Local Government's internal Incident Support Plan.

Overview of Local Government Incident Support Functions

The following section provides guidance on how a Local Government's role in an incident may be described. It is intended as a model to demonstrate Local Government incident support functions, with a particular focus on response support activities.

This content should be adapted to reflect local arrangements, capabilities, and community context.

	Functional area	Local Government Incident Support in an Emergency
LG Act aligned Functions	Good Governance Provides for good governance wellbeing and community safety in their district	**Community Leadership:** Provides visible leadership, reassurance, and direction to the community during emergencies. Supports transition to community -led recovery
	Local roads Maintain, regulate and manage local infrastructure including roads in keeping with the Main Roads Act 1930 and the Traffic Management for Works on Roads Code of Practice.	**Traffic Management on Local Roads:** Implements traffic management required on local roads during an emergency, working under the direction of the Controlling Agency where required.
	Waste Provide, manage and regulate waste services and local waste facilities in keeping with the Waste Avoidance and Resource Recovery Act 2007 and associated environmental and public health requirements.	**Waste Management:** Continue to provide essential waste services and manages emergency waste impacts to protect public health, working under the direction of the Controlling Agency where required.
	Public Health / Environmental health Protect community health by monitoring, regulating and managing public health risks in keeping with the Public Health Act 2016 and associated environmental health requirements.	**Public Health/ Environmental Health:** Provides public health advice, inspections and controls to manage health risks arising from an emergency, working under the direction of the Controlling Agency where required.

AIIMS Aligned Functions	Control Overall leadership of the incident — sets objectives, makes decisions, and coordinates all functions.	**Executive Leadership** Ensures strategic oversight, decision making, and coordination of LG resources and responsibilities in incident support and business continuity.
	Public Information Provides timely, accurate and consistent information to the community about the incident, what it means for them, and the actions they need to take to stay safe	**Public Information** Supports the controlling agency to provide timely, accurate, and coordinated information to the impacted community.
	Planning Works out what is happening and what might happen next — gathers information and produces the plan.	**Local Knowledge** Provides local knowledge, maintains situational awareness, identifies and collated impacts to the impacts to the community / LG assets and services.
	Operations Carries out the work — directs resources on the ground to achieve the incident objectives.	**Operations** Delivers operational support to the incident, including deploying staff, contractors, equipment and facilities; undertaking emergency works; and maintaining essential Local Government services as safely as possible.
	Logistics Provides what everyone involved in the response needs— people, equipment, supplies, facilities, transport and communications.	**Logistics** Sources, manages, and supports personnel, equipment, facilities, and services that the Local Government is providing to the incident.
State Support functions	Emergency Relief & Support Provides immediate, practical assistance to people affected by an emergency, ensuring their basic needs are met and connecting them with further support services.	**Evacuation Centres** Opens Local Government Evacuation Centres and provides logistical support, and coordination with the Department of Communities to deliver emergency relief and support.
	Animal Welfare Coordinates the protection, care and management of animals affected by an emergency	**Animal Welfare** Where there is capacity to do so provides facilities, logistical support, and coordination with the Department of Primary Industries and Regional Development to support animal welfare during emergencies.

Local Emergency Management Committee

The Shires of Narrogin and Cuballing have established the Narrogin–Cuballing Local Emergency Management Committee (LEMC) in accordance with Section 38(1) of the *Emergency Management Act 2005*.

The LEMC provides a formal mechanism for multi-agency coordination and collaboration in emergency management across the district. The Committee brings together Local Government, Hazard Management Agencies, support organisations, and key stakeholders to ensure a coordinated and integrated approach to emergency management.

A core function of the LEMC is the development, review, and testing of the Local Emergency Management Arrangements, ensuring they remain current, relevant, and reflective of the local risk environment. This includes:

- Identifying and reviewing local hazards and risks
- Supporting the development and maintenance of emergency management plans
- Facilitating interagency coordination and information sharing

- Supporting training, exercises, and continuous improvement
- Providing advice to Local Government on emergency management matters

The LEMC meets regularly throughout the year, with representation from relevant agencies including Local Government, the Department of Fire and Emergency Services (DFES), WA Police, health services, and key infrastructure providers.

Agreements and Partnerships

Local Government Collaboration

The Shires of Narrogin and Cuballing maintain a close working relationship, supporting:

- Shared emergency management planning and coordination
- Cross-boundary operational support during incidents
- Alignment of mitigation activities and priorities
- Shared use of resources where required
- This collaboration strengthens regional capability and ensures a coordinated approach to emergency management across both local government areas.

Department of Fire and Emergency Services (DFES)

Both local governments operate in partnership with DFES through established arrangements, including:

- Provision of a Community Emergency Services Manager (CESM) supporting emergency management coordination across the region
- Support for volunteer bushfire brigade capability, training, and operational readiness
- Delivery of mitigation programs, including the Mitigation Activity Fund Grants Program (MAFGP)
- Ongoing engagement with District Officers and operational personnel

These arrangements ensure strong alignment between Local Government and the State's Hazard Management Agency for Fire.

Part 4 – Emergency Response and Recovery Arrangements

Communicating in Emergencies

During an emergency, the Controlling Agency is the principal provider of public information, and Emergency WA is the official source for emergency warnings and updates.

The Shires of Narrogin and Cuballing will support the Controlling Agency by working collaboratively to help ensure the community receives clear, timely, and consistent information.

Where required, Local Government will assist by:

- Sharing and reinforcing official warnings and advice issued by the Controlling Agency
- Utilising established communication channels to reach the community, particularly in rural and remote areas

Evacuation Centres

The Department of Communities is responsible for managing evacuation centres and coordinating emergency relief and support during emergencies, when required.

Emergency relief arrangements are outlined in the Local Emergency Relief and Support Plan (LERSP), developed in partnership with Local Government.

This plan addresses six core functional domains:

- Emergency accommodation – providing temporary shelter for displaced persons
- Emergency food – coordinating access to essential food supplies
- Emergency clothing and personal requisites – providing basic clothing and personal items
- Personal support services – delivering psychosocial support, counselling, and referrals
- Registration and reunification – assisting with locating and reconnecting family and friends
- Financial assistance – coordinating access to available financial support for eligible individuals

Evacuation Centre Locations and Access

Local Government facilities, including community halls and recreation centres, may be utilised as evacuation centres where appropriate. The activation of evacuation centres is determined by the Incident Controller, in consultation with relevant agencies.

Depending on the nature, scale, and location of an emergency, community members may be directed to evacuation centres within:

- The Shire of Narrogin
- The Shire of Cuballing
- Neighbouring Local Government areas

This ensures flexibility and access to suitable facilities based on the circumstances of the incident.

Local Government Role

The Shires of Narrogin and Cuballing support evacuation arrangements by:

- Identifying and maintaining a list of suitable Local Government facilities that may be used as evacuation centres
- Facilitating access to these facilities when requested by the Incident Controller
- Supporting the establishment and operation of evacuation centres in coordination with the Department of Communities
- Providing local knowledge to assist with evacuation planning and community needs

Local Government maintains awareness of facilities and locations within the district that may include vulnerable or higher-risk populations. This information may be provided to the Incident Controller to support evacuation decision-making.

Animals in Evacuation Centres

For health and safety reasons, animals are not permitted in evacuation centres, with the exception of registered assistance animals.

Animals in Emergencies

Animal owners and carers are responsible for the welfare of their animals in an emergency, including deciding whether animals will be evacuated or remain on site, and how this will be managed safely.

Given the strong agricultural nature of the Narrogin–Cuballing region, this responsibility is particularly important for livestock, horses, and working animals, as well as companion animals within townsites and rural properties.

Agency Roles and Responsibilities

If the Incident Controller identifies that additional support for animal welfare is required, the Department of Primary Industries and Regional Development (DPIRD) may be activated as the nominated support agency for animal welfare in emergencies, including:

- Livestock
- Horses
- Companion animals

The Department of Biodiversity, Conservation and Attractions (DBCA) supports animal welfare for native wildlife impacted by emergencies.

Recovering from Disasters

Recovery is the process of supporting an affected community following an emergency to restore, adapt, and strengthen social, economic, environmental, and built systems. Recovery activities may include restoring essential services and infrastructure, supporting community wellbeing and resilience, assisting local businesses and livelihoods, protecting environmental and cultural values, and helping communities adapt to the impacts of the emergency.

Recovery in Western Australia follows the principles of sustainable development and aims to *build back better*, reducing future risk and strengthening community resilience.

Local Government Responsibility

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency within its district.

The Shires of Narrogin and Cuballing will lead and coordinate recovery activities within their respective local government areas, working closely with State agencies, support organisations, and the community.

Recovery Coordination

Each Local Government has appointed a **Local Recovery Coordinator** to lead recovery activities.

In the event of an emergency:

- The relevant Shire will activate its Local Recovery Plan
- A Local Recovery Coordinator will be appointed (if not already in place)
- A Local Recovery Coordination Group will be established to oversee and coordinate recovery efforts

Recovery activities will be managed across the four key domains:

- Social – supporting individuals, families, and community wellbeing
- Built Environment – restoration of infrastructure, buildings, and essential services
- Economic – supporting local businesses, agriculture, and employment
- Natural Environment – rehabilitation of land, vegetation, and environmental assets

Multi-Agency Support

Recovery is a shared responsibility, supported by all levels of government and partner agencies.

State agencies will contribute through:

- Restoration of essential services
- Provision of specialist recovery programs and support
- Financial assistance and grants (where applicable)
- Technical and environmental expertise

If the scale or complexity of an emergency exceeds Local Government capacity, the State Government may assume a greater coordination role to support recovery efforts.

Part 5 – Accountability and Improvement

Exercising and Lessons Management

Exercising emergency management arrangements, undertaking post-incident reviews, and incorporating lessons identified into planning are essential to maintaining readiness, identifying capability gaps, improving coordination, and building confidence in response capability.

Local Exercising

The Narrogin–Cuballing Local Emergency Management Committee (LEMC) supports a program of exercising to test and validate local arrangements.

This includes:

- Regular discussion-based exercises (e.g. scenario workshops) conducted through LEMC meetings
- Participation in district and multi-agency exercises, coordinated through DFES and the District Emergency Management Committee
- Periodic functional or practical exercises, where feasible, to test coordination, communication, and response arrangements

These activities ensure Local Emergency Management Arrangements are reviewed and remain relevant and effective in the local context.

Post Incident Reviews

Following significant incidents or operations, post-incident reviews (After Action Reviews) are undertaken

The reasons for Post Incident reviews include:

- Assess the effectiveness of response and coordination
- Identify strengths and areas for improvement
- Capture lessons identified across agencies

Where Local Government acts as the Controlling Agency for bushfire, post-incident reviews are conducted in accordance with relevant State Emergency Management requirements.

The LEMC may be engaged to:

- Review outcomes of significant incidents
- Share lessons across agencies and stakeholders
- Support continuous improvement in local arrangements

Lessons Management and Continuous Improvement

Lessons identified through exercises, incidents, and operational debriefs are incorporated into a continuous improvement cycle, including:

- Updates to Local Emergency Management Arrangements (LEMA)
- Refinement of supporting plans and procedures
- Improvements to coordination, communication, and capability

- Identification of training and exercising priorities

This approach ensures that emergency management arrangements evolve in response to emerging risks and operational experience.

Appendices

Appendix 1 – Glossary & Acronyms

Term	Definition
Bushfire Risk	The likelihood and consequence of bushfire impacting people, property, infrastructure, the environment, or community function.
Community Resilience	The ability of a community to resist, absorb, adapt to, and recover from the effects of hazards in a timely and efficient manner.
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency.
Critical Infrastructure	Essential assets, networks, and systems that provide services necessary for community safety, health, economic activity, and continuity of essential services.
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
Emergency Management	The management of the adverse effects of an emergency through prevention, preparedness, response, and recovery activities.
Emergency Public Information	Information provided to the community during emergency situations with instructions on how to protect personal health, safety, and property or access assistance.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Evacuation Centre	A centre that provides individuals impacted by an emergency with basic human needs which may include accommodation, food, personal support, clothing and personal requisites, registration and reunification, and financial assistance.
Hazard	An event, situation, or condition capable of causing or resulting in loss of life, injury, harm to health, damage to property, infrastructure, the environment, or disruption to community function.

Hazard Management Agency (HMA)	A public authority or other person prescribed by the Emergency Management Regulations 2006 to be responsible for emergency management of a specific hazard.
Incident	The occurrence or imminent occurrence of a hazard.
Incident Controller	The person designated by the relevant Controlling Agency to be responsible for the overall management and control of an incident within an incident area.
Incident Support	Assistance provided by Local Government or supporting agencies to support the Controlling Agency during an emergency.
Local Emergency Management Committee (LEMC)	A committee established under section 38 of the Emergency Management Act 2005 to support local emergency management planning and coordination.
Local Recovery Coordinator	The person appointed by Local Government to coordinate recovery activities following an emergency.
Preparedness	Preparation for response to an emergency.
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
Recovery	The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural, and environmental assets, systems, and activities of an emergency-affected community.
Resilience	The ability of individuals, communities, organisations, and systems to resist, absorb, adapt to, and recover from the effects of hazards.
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and support to speed recovery.
Risk	The likelihood and consequence of a hazard impacting people, property, infrastructure, the environment, or community function.

Support Organisation	A public authority or other person responsible for providing support functions during an emergency due to specialised knowledge, expertise, or resources.
Vulnerable Persons	Individuals or groups who may have difficulty preparing for, responding to, or recovering from an emergency due to age, disability, isolation, health, or other factors.

Acronym	Meaning
AIIMS	Australasian Inter-service Incident Management System
AWARE	All West Australians Reducing Emergencies
BRMP	Bushfire Risk Management Plan
CA	Controlling Agency
CESM	Community Emergency Services Manager
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
DRFA WA	Disaster Recovery Funding Arrangements Western Australia
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IMT	Incident Management Team
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEMP	Local Emergency Management Plan
LERSP	Local Emergency Response Support Plan
LMDRF	Lord Mayor's Distress Relief Fund
MAF	Mitigation Activity Fund
SEMC	State Emergency Management Committee

Appendix 2 – Hazard Management Agency

HAZARD MANAGEMENT AGENCY	HAZARD	CONTROLLING AGENCY (CA)	CONTACT
Police Commissioner	Air Crash Hostile Act Land Search and Rescue Marine Search and Rescue Space Debris Re-entry	Western Australia Police Force	000 131 444
Fire and Emergency Services Commissioner	Fire	Department of Fire and Emergency Services (Gazetted Fire District) Department of Biodiversity, Conservation and Attractions (DBCA managed land outside Gazetted Fire Districts) Local Governments (Local Government district outside gazetted fire district and DBCA managed land)	000
Fire and Emergency Services Commissioner	Collapse (structure or landform Cyclone Earthquake Flood HAZMAT (Chemical / Radiological) Storm Radiation Escape – Nuclear Powered Warship	Department of Fire and Emergency Services	000

Director General Agriculture	Biosecurity – Animal and Plant diseases	Department of Primary Industry and Regional Development	National Emergency Animal Disease Hotline 1800 675 888 National Emergency Plant Disease Hotline 1800 084 881
Coordinator of Energy	Energy Supply Disruption (Gas, Power, Liquid fuel)	Energy Policy WA	000 Western Power Emergencies and Outages 13 13 51 Horizon Power Faults and Emergencies 13 23 51
Chief Executive Officer Department of Health	Biosecurity - Human Epidemic HAZMAT – Biological Heatwave	Department of Health	000
Chief Executive Officer Department of Transport	Marine Oil Pollution Marine Transport Emergency	Department of Transport (State waters, shipping and pilotage waters, port waters (Level 2/ 3) Port Authority (Port waters (Level 1) Petroleum Titleholders (State waters (Level 1), Marine Transport only)	000 WA Marine Oil Pollution and Maritime Environmental Emergency Reporting Line 08 9480 9924
Public Transport Authority	Rail Crash - Public Transport Authority Network Public Transport Authority	Public Transport Authority, escalating to Western Australian Police Force of Department of Fire and Emergency Service	000

Shire of Cuballing Local Recovery Plan

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Part One: Introduction

1.1. Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shire of Cuballing. This plan has been endorsed by the Shire of Cuballing Local Emergency Management Committee and has been tabled for information and comment with the District Emergency Management Committee. This plan has been approved by the Shire of Cuballing.

1.2. Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3. Objectives

The objectives of the plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Cuballing.
- Establish a basis for the coordination of recovery activities at the local level.
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery.
- Provide a framework for recovery operations.

1.4. Scope

The scope of this recovery plan is limited to the boundaries of Shire of Cuballing and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

Part Two: Related Documents and Arrangements

The following documents are related to this plan:

- Shire of Cuballing Evacuation Plan
- Shire of Cuballing and Narrogin Local Emergency Management Arrangements
- Shire of Cuballing Local Laws
- Shire of Cuballing Bushfire Brigade Local Law
- Dryandra Master Plan
- State Emergency Plans, Procedures and Policies
- Local Emergency Relief and Support Plan Narrogin District

2.1. Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) are in place between Shire of Cuballing and other local governments, organisations or industries in relation to the provision of additional resources in recovery.

- WALGA Central Country Zone Shires MOU for Mutual Assistance

Part Three: Resources

The resources available and contact details for recovery have been identified and are available to the Recovery Coordinator.

CONFIDENTIAL CONTACT AND RESOURCES LIST (separate to this document)

Table 1: Local Recovery Coordination Centres

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

Centre name	Address	Capacity and available resources	Contacts
Cuballing Recreation Centre (Oval)	Campbell St Cuballing	100 / 30 Long term Has Air Con	BH Cuballing Shire 9883 6031 AH – CEO 0427836031
Cuballing Agricultural Hall	191 Campbell St Cuballing	150 / 50 Long term Air con	BH – Cuballing Shire 9883 6031 AH – CEO 0427836031
Cuballing CWA Hall	191 Campbell St Cuballing	60 / 20 Short term Air con	BH – Cuballing Shire 9883 6031 AH – CEO 0427836031
Dryandra Equestrian Centre	Darcy St Cuballing	150 / 50 Short term No Air con	BH – Cuballing Shire 9883 6031 AH – CEO 0427836031
Popanyinning Hall	Francis Street Popanyinning	100 / 30 Short term No air con	BH – Cuballing Shire 9883 6031 AH – CEO 0427836031

3.1. Financial Arrangements

The Shire of Cuballing has arrangements in place to insure its assets. Details of these arrangements are found on the Shire's corporate library records system.

If necessary, the following arrangements have been made to fund recovery activities: The Shire President has authority to spend any necessary funds in the event of an Emergency. As stated under the Local Government Act 1995 sections 6.8(1)(b) and (c), 6.1(2) and 6.20(2).

The State Emergency Management Policy section 6 and State Emergency Management Plan section 6 outlines the States recovery funding arrangements. Relief programs may include:

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs may include:

- Disaster Recovery Funding Arrangements Western Australia (DRFAWA)
- Services Australia (Centrelink)

- Lord Mayor's Distress Relief Fund (LMDRF).

Part Four: Roles and Responsibilities

The role and responsibilities of those involved in recovery are outlined below.

4.1. Local Recovery Coordinator

The Shire of Cuballing **Deputy Chief Executive Officer** has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4). The Shire of Cuballing **Manager of Works & Services** will act in the role when the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government in conjunction with the Local Recovery Coordination Group (LRCG).

The functions of the Local Recovery Coordinator are:

Functions

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government.
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience.
- Identify at-risk groups within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people.
- Consider potential membership of the LRCG prior to an event occurring.

Post-Event

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established.
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
- Determine the required resources for effective recovery in consultation with the LRCG.
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers.
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC)

The Local Recovery Coordinator Action Checklist is found within *attachment 2*.

4.2. The Local Recovery Coordination Group

The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community.

The Shire of Cuballing Local Recovery Coordination Group is comprised of the following core membership:

- Local Recovery Coordinator
- Key local government staff and elected members
- Community Recovery Coordinator and/or Community Liaison Officer
- Community Emergency Service Manager (CESM)
- Controlling Agency
- District Emergency Management Advisor
- Local government networks, community members and community groups/associations/committees, such as environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools and local Chamber of Commerce and Industry.

The Local Recovery Coordination Group Action Checklist is found within *attachment 3.*

4.3. Local Recovery Coordination Group Subcommittees

Where required, it may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordination Group by addressing specific components of the recovery process.

Consideration will be given to establishing subcommittees across the four recovery environments (social, built, economic and natural), depending on the nature and extent of the recovery:

- **Social** Subcommittee
- **Built** Subcommittee
- **Economic** Subcommittee
- **Natural** Subcommittee.

4.4. Communication Plan

Key groups who need to receive recovery information, within the Shire of Cuballing including the methods available and potential locations where information can be provided are detailed below:

Table 2: Communication Plan

WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Community Recovery Workers	Email, face-to-face meetings, Microsoft Teams	Recovery and sub-committee meetings held at the Shire and via Microsoft Teams
Affected Community	Public Meeting, One-Stop-Shop, email, Telstra Messaging system, phone calls, Shire Website, Facebook	Public Meeting at One-Stop-Shop location and Shire Website
General Community	Public Meeting, One-Stop-Shop, Shire Website, social media, local paper & Email groups	Public Meeting (face-to-face and livestream) Shire website, Shire social media and Electronic signs outside
At Risk Groups	Public Meetings, email, phone calls, sub-committee meetings, At Risk Register	Public Meeting at One-Stop-Shop location, shire website, shire social media
WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Absentee Landowners	Email and letter through Rates database, Shire website	Shire website Shire social media
Tourists	Public meeting, local paper, social media, and Shire website	Public meeting at One-Stop-Shop location Shire website Shire social media

Attachments

Attachment 1: Recovery Resource and Contact Listing

CONFIDENTIAL CONTACT AND RESOURCES LIST (separate to this document)

Attachment 2: Local Recovery Coordinator Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Prior to an Emergency

- ☐ Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.
- ☐ Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.
- ☐ Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.
- ☐ Identify at-risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
- ☐ Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.

Within 48 hours

- ☐ Contact and alert key local contacts.
- ☐ Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.
- ☐ Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.
- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.
- ☐ Ensure Controlling Agency starts recovery activities during the response to that emergency.
- ☐ Provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
- ☐ During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.

- ☐ Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.
- ☐ Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.
- ☐ Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).
- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.

Within 1 week

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.
- ☐ In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.
- ☐ Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.
- ☐ Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.
- ☐ Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA. If so, ensure an understanding of what assistance measures are available and the process requirements for assistance.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.
- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.
- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 to 12 months (or longer-term recovery)

- ☐ Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- ☐ Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.
- ☐ Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

Attachment 3: Local Recovery Coordination Group Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Within 1 week

- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.
- ☐ District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.
- ☐ Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.
- ☐ Determine the need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.
- ☐ Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.
- ☐ Consider recovery information and arrangements for at-risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.
- ☐ Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).

- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 month

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.
- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.
- ☐ Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.
- ☐ Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).
- ☐ Manage restoration of essential infrastructure.
- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Monitor the progress of recovery and receive periodic reports from recovery agencies.

Within 12 months (or longer-term recovery)

- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Implement transitioning to mainstream services.

9.2.7 Development Application – Unhosted Short-Term Rental Accommodation, 79 Alton St Cuballing

Applicant:	Mr J. Robertson
File Ref. No:	A47
Disclosure of Interest:	Nil
Date:	22 September 2026
Author:	Chris Paget – Chief Executive Officer
Attachments:	9.2.7A Development Application and supporting Unhosted STRA documentation

Summary

For Council to review and approve an application for development approval for the use of the existing dwelling at 79 Alton Street, Cuballing as Unhosted Short-Term Rental Accommodation (Unhosted STRA).

Background / Comment

The development application seeks approval for the use of the existing dwelling at Lot 79, 79 Alton Street, Cuballing for Unhosted STRA. No building works are proposed. The application form identifies the owner as John Colin Robertson and the property as Lot 79, Alton Street, Cuballing, Certificate of Title Volume 2167 Folio 230. The application was lodged on 24 June 2026 and includes a Property Management Plan, Code of Conduct, Fire and Emergency Plan, Electrical Safety Certificate and dwelling floor plans.

The submitted Property Management Plan identifies arrangements for day-to-day management of the premises, guest behaviour, complaints, cleaning, waste management, inspection and record keeping. The Code of Conduct addresses guest responsibilities, noise, parking, fires, rubbish and termination of accommodation where the Code is not complied with.

The Fire and Emergency Plan identifies emergency information, fire safety equipment and evacuation arrangements. The application also includes an Electrical Safety Certificate dated 7 July 2026 and dwelling plans showing the existing accommodation layout.

At the Ordinary Meeting held on 20 November 2025, Council resolved to commence Scheme Amendment No. 7 to implement the State Government's planning reforms for short-term rental accommodation. The Amendment proposed the insertion of the new deemed STRA land use classes and corresponding changes to the Scheme zoning table. The Scheme Amendment identifies Unhosted STRA as a discretionary ('D') use in the Rural Townsite and Rural zones under the amended zoning table.

The proposal has been assessed having regard to the Shire of Cuballing Local Planning Scheme No. 2, the planning approach contained in Scheme Amendment No. 7 considered by Council in November 2025, and the Local Planning Policy No. 14 – Unhosted Short-Term Rental Accommodation presented to Council in June 2026.

Subject to the conditions set out in this report, the proposal is considered capable of operating without unacceptable impacts on surrounding residential amenity and is recommended for approval for an initial period of one year.

Planning Assessment

Land Use and Planning Framework

The subject land is within the Cuballing townsite. Scheme Amendment No. 7 provides the proposed planning framework for Unhosted STRA and identifies the use as discretionary ('D') in the Rural Townsite zone. The Amendment was pursued to align the Scheme with the State Government's STRA planning reforms. Pending the new land use class being incorporated into the Scheme, Unhosted STRA is to be treated as a 'Use Not Listed' and considered in the relevant zones subject to public advertising. The policy also states that Local Planning Policies guide decision-making and must be consistent with the Scheme.

Policy Assessment

- The application provides a nominated property manager and arrangements for responding to complaints and guest behaviour.
-

The application includes a Property Management Plan and Code of Conduct consistent with the policy's management objectives.

- A Fire and Emergency Plan has been provided and is to be displayed within the dwelling.
- An Electrical Safety Certificate has been provided.
- The policy requires a Bushfire Attack Level Assessment where development is proposed within a bushfire prone area; this requirement should be confirmed before commencement if applicable.
- The policy allows approval conditions to control parking, signage, occupancy and maximum stay and provides for an initial one-year approval period.
- The policy provides for enforcement action and possible cancellation where approval conditions or management requirements are breached.

Amenity and Operational Considerations

The dwelling is located within the Cuballing townsite and the principal planning consideration is the potential impact of short-term guests on adjoining residential amenity. The submitted Code of Conduct and Property Management Plan provide controls over noise, parking, waste and guest behaviour. Conditions are recommended to make these controls enforceable through the development approval.

A maximum overnight occupancy of eight guests is recommended. This provides a clear and enforceable occupancy limit having regard to the three-bedroom dwelling shown on the submitted plans, while avoiding unrestricted occupation of the premises.

Bushfire and Fire Safety

The June 2026 policy requires a Bushfire Attack Level Assessment where a property is within a bushfire prone area and states that an application involving BAL-40 or BAL-FZ, where the rating cannot be reduced, is inappropriate for Unhosted STRA. The application material reviewed does not include a BAL assessment. Accordingly, the Shire should confirm the bushfire prone area status before the use commences and require a BAL assessment if the policy requires one.

The policy also requires an emergency response plan to be displayed within the dwelling, hard-wired smoke alarms in specified locations, a compliant fire extinguisher and safe use of external barbecues. These matters are incorporated into the recommended conditions.

Consultation

The Notice of Development Application was publicly advertised on 7th September 2026 with comments period closing on 21st September 2026; there were no submissions received.

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.
- Governance – Enhancing community information and engagement.

Statutory Environment

Planning and Development Act 2005.
Planning and Development (Local Planning Schemes) Regulations 2015, including the Deemed Provisions in Schedule 2.
Short-Term Rental Accommodation Act 2024, including the State STRA Register framework.
Shire of Cuballing Local Planning Scheme No. 2. Amendment No. 7 (relevant as the Council-endorsed planning framework intended to incorporate the new STRA land use classes into LPS2.

Policy Implications

Local Planning Policy No. 14 – Unhosted Short-Term Rental Accommodation

Financial Implications

Nil - all costs associated with the development and operation of the Unhosted STRA will be borne by the applicant. The Shire may incur normal administrative costs associated with monitoring or enforcement, which will be managed within existing resources.

Economic Implications

The proposal may contribute to local visitor accommodation capacity and support expenditure within the Cuballing community, consistent with the economic objectives identified in the Strategic Community Plan. No direct financial benefit to the Shire is anticipated beyond applicable statutory fees.

Social Implications

The principal social consideration is maintaining residential amenity for adjoining residents while allowing appropriate visitor accommodation. The proposed management, complaint-response, occupancy, parking and noise conditions are intended to address this balance.

Environmental Considerations

No new building works are proposed. The principal environmental considerations relate to waste management, noise, fire safety and the potential bushfire risk associated with the location. The recommended conditions address these operational matters.

Options

Council may resolve:

1. To approve the Development Application subject to the recommended conditions.
2. To approve the Development Application subject to amended or additional conditions.
3. To refuse the Development Application, giving reasons.
4. To defer determination and request additional information.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2026/86

That Council:

1. Approves the Development Application for Unhosted Short-Term Rental Accommodation at 79 Alton Street), Cuballing WA 6311, subject to the following conditions:

a) **The approval is limited to the use of the existing dwelling shown on the approved plans and does not authorise additional accommodation, outbuildings or a separate dwelling to be used for Unhosted STRA without further approval.**
b) **The use shall be operated in accordance with the approved Property Management Plan and Code of Conduct at all times.**
c) **A nominated local property manager/caretaker shall be available to respond to guest-behaviour complaints made before 1.00 am within two hours and all other complaints within 24 hours.**
d) **A copy of the approved Property Management Plan shall be provided to adjoining landowners prior to commencement of the use and whenever the Plan is materially amended.**
e) **The Fire and Emergency Plan, including evacuation information, shall be displayed in a conspicuous location within the dwelling and maintained in current condition.**
f) **Hard-wired smoke alarms shall be installed and maintained in the locations required by the applicable planning policy, building requirements and fire safety standards.**
g) **Compliant fire extinguishers shall be maintained in a clearly visible and readily accessible location and maintained in accordance with Australian Standard AS1851. Any external barbecue shall be gas or electric and operated safely.**
h) **Guest vehicles shall be parked wholly within the property boundary in designated parking areas. No guest vehicles are to park on the road, road verge, lawn or garden areas.**
i) **Maximum overnight occupancy shall be limited to eight (8) guests. No additional persons are to be accommodated overnight without further approval.**
j) **The use shall not generate unreasonable noise, nuisance or anti-social behaviour that adversely affects adjoining properties. The approved Code of Conduct and quiet-time requirements shall be observed.**
k) **The owner/operator shall maintain a register of occupants and make it available to the Shire for inspection on reasonable request, subject to applicable privacy requirements.**
l) **The premises shall be maintained in a clean and safe condition and waste and recycling shall be managed in accordance with the Shire's requirements.**
m) **The Electrical Safety Certificate submitted with the application shall be retained and all electrical and safety installations shall be maintained in safe working order.**
n) **Prior to commencement of the use, the applicant shall obtain and maintain registration of the premises on the Western Australian Short-Term Rental Accommodation Register and provide evidence of registration to the Shire.**
o) **Prior to commencement of the use, if the subject land is within a designated bushfire prone area a Bushfire Attack Level Assessment shall be provided where required by the applicable planning framework and any resulting requirements shall be satisfied.**
p) **The approval is granted for an initial period of one (1) year from the date the approval takes effect. Any renewal application shall be assessed having regard to complaints, amenity impacts, compliance and management performance.**
q) **Any breach of this approval or the approved management arrangements may be dealt with under the enforcement provisions of the Planning and Development Act 2005 and applicable planning legislation.**
r) **The applicant is advised that this development approval does not replace any building, health, fire safety, environmental or other approval required under separate legislation.**

Moved Cr Dent **Seconded Cr Sexton** **CARRIED 4/0**

For: Crs Harris, Ballantyne, Sexton and Dent
Against: Nil

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: John Colin Robertson.		
ABN (if applicable): ACN [redacted]		
Address: 79 ALTON ST COBBLING Postcode: 6311		
Phone: Work: [redacted] Home: Mobile:	Fax:	Email: [redacted]
Contact person for correspondence: John Robertson		
Signature: John Robertson	Date: 27/06/2026	
Signature:	Date:	
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		

Applicant Details (if different from owner)		
Name:		
Address: Postcode:		
Phone: Work: Home: Mobile:	Fax:	Email:
Contact person for correspondence: John ROBERTSON		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ☑ Yes ☐ No		
Signature: John Robertson	Date: 24/08/2026	

Property Details		
Lot No: 79	House/Street No: ALTON ST	Location No: CUBALLING.
Diagram or Plan No:	Certificate of Title Vol. No: 2167	Folio: 230
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: ALTON	Suburb: CUBALLING.	
Nearest street intersection:		

Proposed Development

Nature of development:
- ☐ Works
- ☑ Use
- ☐ Works and use

Is an exemption from development claimed for part of the development? ☐ Yes ☑ No

If yes, is the exemption for:
- ☐ Works
- ☐ Use

Description of proposed ~~works and~~/or land use:

UNHOSTED SHORT TERM RENTAL ACCOMMODATION

Description of exemption claimed (if relevant):

Nature of any existing buildings and/or land use:

Approximate cost of proposed development:

Estimated time of completion:

OFFICE USE ONLY

Acceptance Officer's initials: Date received:

Local government reference No:

UNHOSTED STRA
PROPERTY MANAGEMENT PLAN

SHIRE OF CUBALLING

PROPERTY ADDRESS:

PROPERTY MANAGER DETAILS:

Name: JOHN COLIN ROBERTSON

Address: 30 AUSTRAL ST Cuballing

Telephone Number: [redacted]

Email: [redacted]

Details of where bookings are made:

Internet (please specify): cubyshortstay@hotmail.com.

Property Manager: AS ABOVE

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 Cuballing 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 Cuballing 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.

UNHOSTED STRA
CODE OF CONDUCT

PROPERTY ADDRESS: 79 Alton Street, Cuballing WA 6311

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.

UNHOSTED STRA
FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 79 Alton Street, Cuballing WA 6311

FIRE SAFETY INFORMATION:

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

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

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:	0400191766
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

Department of **Local Government, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

Building and Energy Western Australia

eNotice Approved Form
Certificate number
E2695050

ELECTRICAL SAFETY CERTIFICATE

Electricity (Licensing) Regulations 1991, Regulation 52B

This certificate warrants that the electrical installing work described below is safe and complies with the *Electricity (Licensing) Regulations 1991.*

This Electrical Safety Certificate is the certificate of compliance referred to in Regulation 52B of the *Electricity (Licensing) Regulations 1991*. This regulation requires that the electrical contractor/authorised[1] electrician completing electrical installing work must, with 28 days of completing the work, provide a certificate of compliance in respect to the work to the person for whom the work was carried out.

Installation Details

Owner/Occupier Name	John Robertson ([redacted]	Meter No.	0540008397
Builder/Client Name			
Address	79 Alton Street Cuballing 6311		
Alteration/Addition			
Date of Completion	07/07/2026		

Details of work completed (indicate a number/rating where relevant)

Install 3x smoke alarms to bedrooms. install sensor light to rear and 413 for exhaust fan in toilet.
Lights - 2
Smoke Alarms - 3

Details of RCD Protection

All the socket outlet and lighting final subcircuits of the installation are protected by at least two RCDs? Yes

If NO, what circuits are not protected:

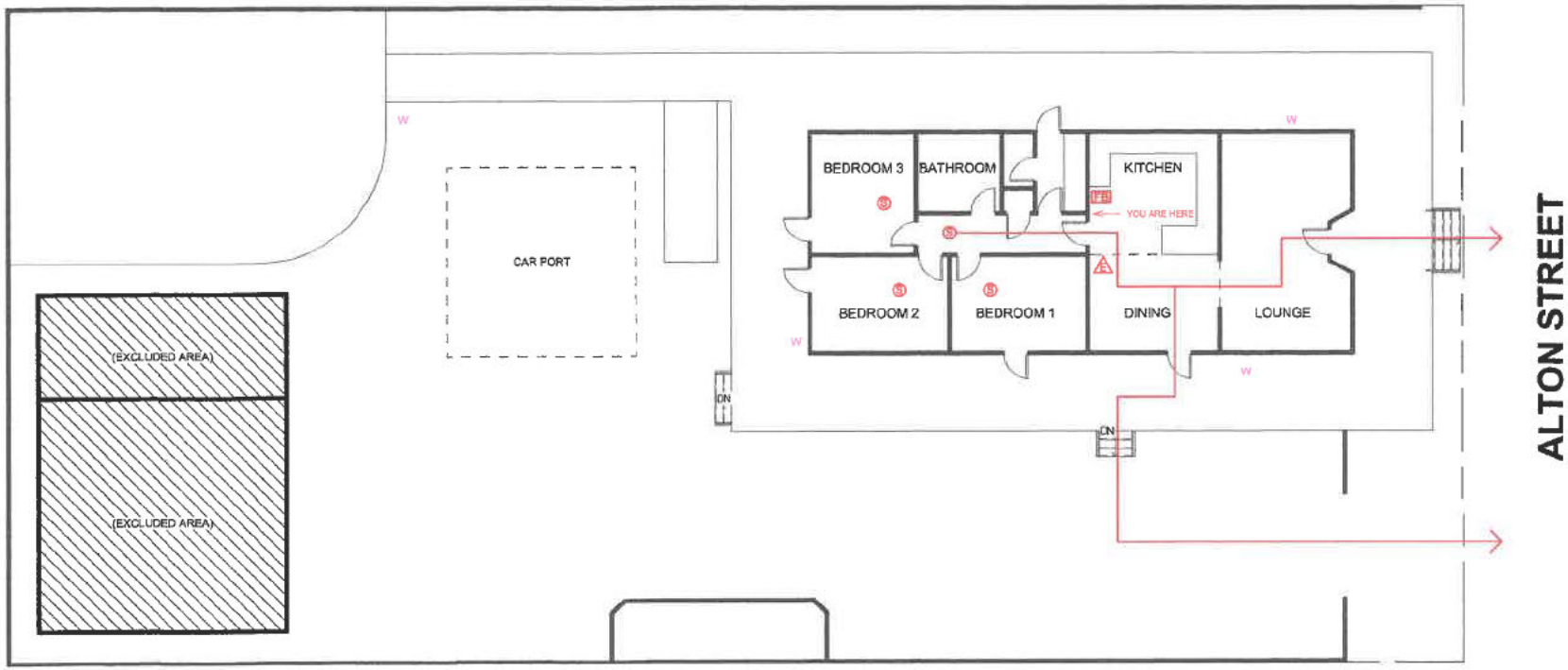
Details of any defects observed (alterations and additions only)

Nil

Certification by authorised[1] electrician

I certify that the electrical installing work that is subject of this certificate has been completed, checked and tested and, at the time of testing, met the requirements of the Electricity (Licensing) Regulations 1991 and is safe.	Name	SIMON HOWE
	Licence No.	EW183806
	Details of electrical contractor	
	Licence No.	EC14642
	Business Name	KEELING ELECTRICAL GROUP PTY LTD
	Business Address	175 FEDERAL ST NARROGIN WA 6312
	Phone No.	[redacted]
	Facsimile No.	
	Email Address	[redacted]
Date 07/07/2026		

[1] Authorised pursuant to Regulation 52B(5) of the *Electricity (Licensing) Regulations 1991*

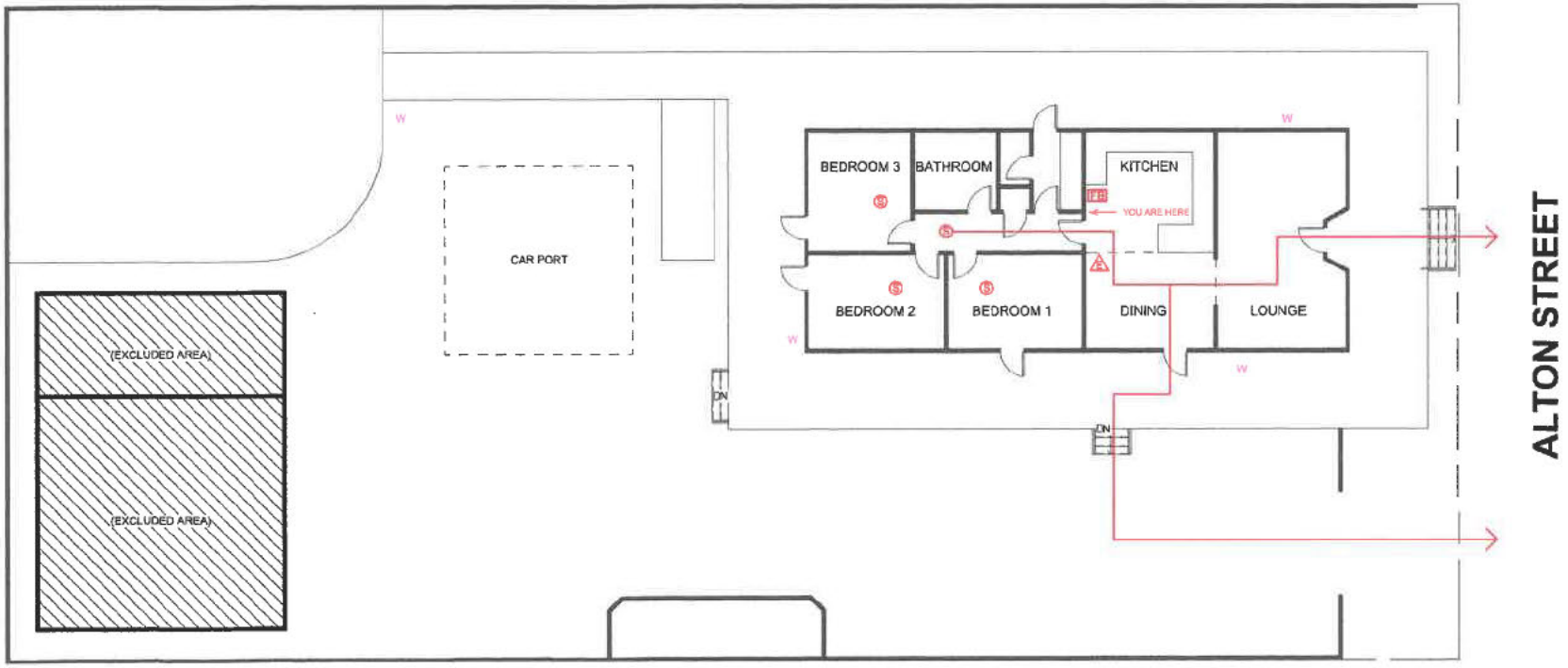


79 ALTON STREET CUBALLING 6311

EVACUATION PROCEDURE

1. LEAVE IMMEDIATELY WHEN ALARM SOUNDS
2. PROCEED TO ASSEMBLY POINT
3. REMAIN AT ASSEMBLY POINT UNTIL ALL CLEAR IS GIVEN

LEGEND	
FB	FIRE BLANKET
FE	FIRE EXTINGUISHER
S	SMOKE DETECTOR
W	WATER TAP



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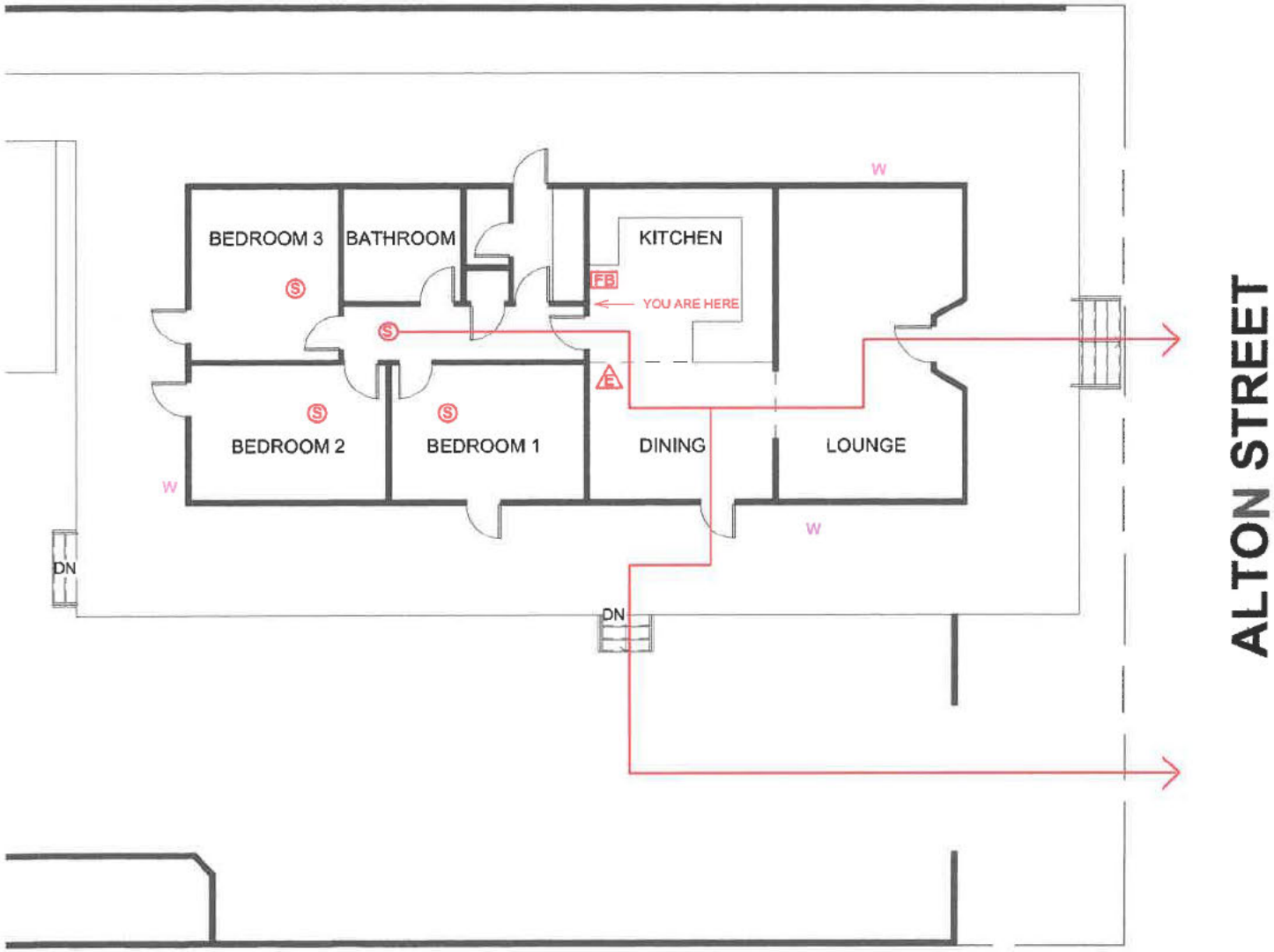

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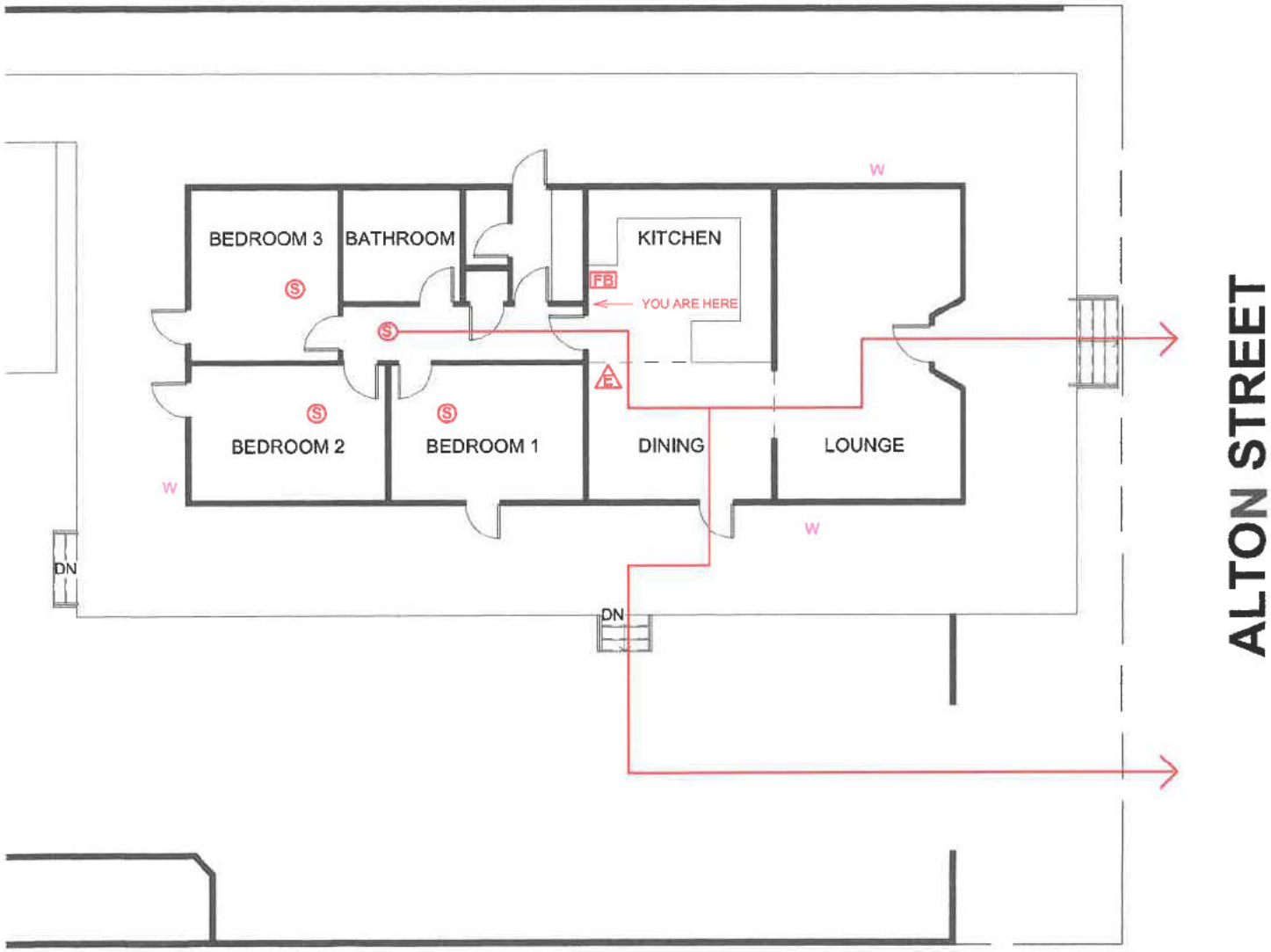

79 ALTON STREET CUBALLING 6311

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LEGEND	
FB	FIRE BLANKET
E	FIRE EXTINGUISHER
S	SMOKE DETECTOR
W	WATER TAP

9.3 MANAGER OF WORKS AND SERVICES:

Nil

10. COMMITTEE REPORTS

Nil

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

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

13. CONFIDENTIAL MATTERS

14. NEXT MEETING

Ordinary Council Meeting, 3.00pm. Wednesday 21st October 2026 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing.

15. CLOSURE OF MEETING

There being no further business, Cr Harris declared the meeting closed at 4.09pm.