


SHIRE OF CUBALLING



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

AGENDA

for the

Ordinary Meeting of Council

to be held

3PM, WEDNESDAY 15 MAY 2024

Shire of Cuballing
CWA Hall
Campbell Street, Cuballing

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 town.

DISCLAIMER

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

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

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1. DECLARATION OF OPENING:

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Declaration by New Councillor

Nil.

2.1.2 Attendance

Cr Eliza Dowling
Cr Robert Harris
Cr Scott Ballantyne
Cr Adrian Kowald
Cr Steve Sexton

President
Deputy President

Mr Stan Scott
Mr Narelle Rowe
Mr Bruce Brennan

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Work and Services

2.1.3 Apologies

Nil

2.1.4 Leave of Absence

Nil

3. STANDING ORDERS:

OFFICER'S RECOMMENDATION:

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

4. PUBLIC QUESTION TIME:

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 at this time.

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

Nil at this time.

6. **CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 17th April 2024

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 17th April 2024 be confirmed as a true record of proceedings.

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

Nil at this time.

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.

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.

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – April 2024

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	12 May 2024
Author:	Careese Raneri
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 April 2024.

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of March 2024 as listed in the attachments.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council receives:

- 1. the List of Accounts paid in April 2024 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 \$293,789.91 included at Attachment 9.1.1A.**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30 April 2024 included at Attachment 9.1.2B.**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 30 April 2024.**

LIST OF APRIL 2024 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Date	Name	Description	Amount
837	02/04/2024	Police Licensing Payments	Police Licensing Payments	-1089.40
837	03/04/2024	Police Licensing Payments	Police Licensing Payments	-665.40
837	04/04/2024	Police Licensing Payments	Police Licensing Payments	-1848.10
DD4091.1	04/04/2024	Water Corporation	Water Charges - 10 Brundell Street Cuballing (CEO House)	-252.64
837	05/04/2024	Police Licensing Payments	Police Licensing Payments	-5972.70
837	08/04/2024	Police Licensing Payments	Police Licensing Payments	-2434.20
837	09/04/2024	Police Licensing Payments	Police Licensing Payments	-1514.90
DD4076.8	10/04/2024	Mercer Superannuation	Superannuation Contributions	-180.52
DD4076.7	10/04/2024	MLC Super Fund	Superannuation Contributions	-272.09
DD4076.6	10/04/2024	Colonial First State	Superannuation Contributions	-272.09
DD4076.1	10/04/2024	Australian Super	Payroll Deductions	-1701.30
DD4076.5	10/04/2024	Hesta	Superannuation Contributions	-681.72
DD4076.4	10/04/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4076.3	10/04/2024	Matrix Superannuation	Superannuation Contributions	-375.97
837	10/04/2024	Police Licensing Payments	Police Licensing Payments	-2170.55
DD4076.2	10/04/2024	Aware Super Pty Ltd	Superannuation Contributions	-4843.67
837	11/04/2024	Police Licensing Payments	Police Licensing Payments	-137.85
837	12/04/2024	Police Licensing Payments	Police Licensing Payments	-1097.60
DD4085.1	12/04/2024	National Australia Bank	Credit card payments	-3416.49
20261	12/04/2024	Synergy	Electricity Charges - Lot 124 Campbell Street Cuballing	-3870.33
20262	12/04/2024	Shire Of Cuballing	Refreshments - Shire Office - GST Free	-291.10
EFT8772	12/04/2024	Aptella Pty Ltd	1 X RI- Hv2s Rb Dual Grade Laser Level W/Ls - 100d Premium Au	-5585.10
EFT8773	12/04/2024	BMR Mechanical Pty Ltd	134,000km Service on Holden Colorado Ute Cn027	-986.63
EFT8774	12/04/2024	Best Office Systems	Monthly Photocopier Charges - 20/02/2024 - 20/03/2024	-806.28
EFT8775	12/04/2024	Cuby Tavern	1 Carton of Beer	-65.00
EFT8776	12/04/2024	Dews Mini Excavations	Excavator Hire for Drainage Austral St	-3135.00
EFT8777	12/04/2024	Great Southern Fuel Supplies	Bulk Deisel Fuel Delivery - Docket No. 2174912	-8302.83
EFT8778	12/04/2024	Hancock's Home Hardware	Broom And Shovel for Shire Depot	-314.40
EFT8779	12/04/2024	Hanson Construction Materials	75 Ton of Washed Granite Delivered to Austral St Cuballing	-10441.92
EFT8780	12/04/2024	McDougall Weldments	Repair Mount for New Brake Light Assymbely UD Truck	-557.70

EFT8781	12/04/2024	Melchiorre Plumbing and Gas	Replace Toilet Cistern Float Shire Office Ladies	-210.10
EFT8782	12/04/2024	Narrogin Auto Electrics	Install New Light Assembly to Rear of Ud Truck	-518.54
EFT8783	12/04/2024	Narrogin Earthmoving and Concrete	Dry Hire Smooth Drum Roller for Strathern Road Mob and Demob	-752.40
EFT8784	12/04/2024	Narrogin Gasworks	2 X 9kg Gas Bottles for Yornaning Dam	-60.00
EFT8785	12/04/2024	Narrogin Hardware And Building Supplies (Makit)	Screws 10 X 20mm X 60	-84.00
EFT8786	12/04/2024	Narrogin Pumps Solar and Spraying	Plumbing And Fittings for Popanyinning Fast Fill Trailer (Fire Brigade)	-667.79
EFT8787	12/04/2024	Narelle Gay Rowe	Reimbursement For Traineeship Advertisement - Was Accidentally Paid with DCEO Personal Card	-357.50
EFT8788	12/04/2024	WA Local Government Association (WALGA)	Council Member Essential Training - Cr Member Module 4 Meeting Procedures 16 April 2024	-2145.00
EFT8789	12/04/2024	Zircodata Pty Ltd	Archive Storage Fees - 26/02/2024 To 25/03/2024	-22.43
20263	12/04/2024	Water Corporation	Water Charges - Ridley Street Cuballing Lot 301 Res (Standpipe)	-8219.60
20264	12/04/2024	Shire Of Cuballing	Standpipe Charges - Strathern Road 2023/2024	-16252.80
837	15/04/2024	Police Licensing Payments	Police Licensing Payments	-1041.50
837	16/04/2024	Police Licensing Payments	Police Licensing Payments	-655.85
837	16/04/2024	ATO Clearing Account Bas	Ato Clearing Account Bas	-4059.00
837	17/04/2024	Police Licensing Payments	Police Licensing Payments	-1088.80
DD4112.1	17/04/2024	Department Of Mines, Industry Regulation and Safety - Bonds Administration	Bond Lodgement - Hawser Paid 09/04/2024	-1400.00
DD4111.1	17/04/2024	Telstra	SMS Message Harvest Ban Service - MARCH 2024	-635.89
EFT8798	18/04/2024	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket No. 2173730	-4898.31
EFT8799	18/04/2024	Industrial Automation Group Pty Ltd	50 * Standpipe Cards	-880.00
EFT8800	18/04/2024	Let's Talk Flowers	Anzac Day Wreaths 1x Popanyinning 1x Cuballing Large	-308.00
EFT8802	18/04/2024	Parrys Narrogin	3 X Work Pants David Thompson 3 X Work Shirts	-242.25
EFT8803	18/04/2024	Shire Of Narrogin	Contribution To Cats Program - Vehicle Purchase	-1650.00
EFT8804	18/04/2024	Total Undercar	2 X New Tyres as Per Quote for Caged Trailer	-252.50
EFT8805	18/04/2024	Winc Australia Pty Limited	As Per Winc Order List - Mixed Stationery Items Order No. Net 56974145	-132.15
EFT8797	18/04/2024	Fulford Earthmoving & Civil	Dozer Hire to Push Spoil and Trees in Parsons Gravel Pit	-17256.25
837	18/04/2024	Police Licensing Payments	Police Licensing Payments	-157.80

EFT8796	18/04/2024	Cuballing Building Company	Activity - Raise One Office Desk and Lower Another	-230.00
DD4098.1	18/04/2024	linet Limited	Monthly Nbn Internet Service - April 2024	-89.99
837	18/04/2024	Police Licensing Payments	Police Licensing Payments	-101.10
EFT8790	18/04/2024	Aptella Pty Ltd	1 X RI- Hv2s Rb Dual Grade Laser Level W/Ls - 100d Premium Au	-110.00
EFT8791	18/04/2024	Allans Auto Electrics and Air Conditioning	Find And Repair Electrical Fault with Water Tank and Truck	-253.00
EFT8792	18/04/2024	Bitutek	Supply And Lay Bitumen Stratherne Road Extended Prima Seal Works as Per Rfq 23/24 Through WALGA Preferred Supplier 5,544m2 770m X 7.2 5,544m2	-17075.52
20265	18/04/2024	Water Corporation	Water Charges - Ridley Street Cuballing Lot 301 Res 10329	-4163.14
EFT8793	18/04/2024	Burgess Rawson (WA) Pty Ltd	Water Consumption - Cuballing War Memorial - 25/01/2024 To 28/03/2024	-1311.94
EFT8794	18/04/2024	Corsign (WA) Pty Ltd	1 X Cuballing West Rd Sign + Fitment Hardware	-110.00
EFT8795	18/04/2024	Council first Pty Ltd	Council First Records Implementation Professional Services - February 2024	-20080.23
EFT8808	19/04/2024	Wheatbelt Strength & Conditioning	Workshop Classes Two Sessions Per Week - Popo & Cuballing 6 Weeks	-2400.00
EFT8806	19/04/2024	Cuby Roadhouse	Printing And Stationery - Reems of Paper	-752.28
EFT8807	19/04/2024	Power Networx	Connection To Telstra Fibre Network - March 2024	-484.14
20266	19/04/2024	Synergy	Electricity Charges - Lot 20 Howard Street Popanyinning	-403.69
EFT8809	22/04/2024	Cloud Collections Pty Ltd	Debt Collection Services - October 2023	-552.05
837	22/04/2024	Police Licensing Payments	Police Licensing Payments	-1435.50
837	23/04/2024	Police Licensing Payments	Police Licensing Payments	-1718.40
EFT8818	24/04/2024	Narrogin Pumps Solar and Spraying	Plumbing And Fittings for Popanyinning Fast Fill Trailer (Fire Brigade)	-83.82
EFT8817	24/04/2024	Narrogin Agricultural Repairs	2 X Ride on Mower Chute Rubber Clips	-30.00
EFT8816	24/04/2024	Lg Corporate Solutions Pty Ltd	2023/24 Assistance with Special Projects for February 2024 (30 Hours)	-9487.50
EFT8815	24/04/2024	Kalexpress & Quality Transport	Freight Charges - Major Motors	-35.94
EFT8819	24/04/2024	Narelle Gay Rowe	Reimbursement Of Electricity (Utilities Allowance) 2022-2023 Year - 09/02/2024 To 19/04/2024	-83.56
20267	24/04/2024	Synergy	Electricity Charges - Lot 63 Popanyinning Street Popo (Oval)	-419.06
20268	24/04/2024	Water Corporation	Water Charges - Standpipe at Francis Street Narrogin Fl Lot Road Res Opp L63	-5204.20
EFT8814	24/04/2024	Project Officer	Reimbursement For Staff Medical	-165.00
EFT8813	24/04/2024	Hancock's Home Hardware	Depot Materials - Drill Bit and Key Cut	-220.50

EFT8812	24/04/2024	Edge Planning & Property	Planning Services March 2024	-542.85
EFT8820	24/04/2024	R Munns Engineering Consulting Services	Assist With Project Management Cuballing East Road Wsfm Variation Breakdown, Daily Works Record and Schedule Setout Drainage, Subsoil Drainage	-14105.03
EFT8821	24/04/2024	Western Stabilisers	Cement Stabilise Stratherne Road Extra Works as Per Rfq 2023/24 Through WALGA Preferred Supplier Program	-49501.76
DD4109.7	24/04/2024	MLC Super Fund	Superannuation Contributions	-272.09
837	24/04/2024	Police Licensing Payments	Police Licensing Payments	-3204.50
DD4109.8	24/04/2024	Mercer Superannuation	Superannuation Contributions	-274.11
DD4109.6	24/04/2024	Colonial First State	Superannuation Contributions	-272.09
EFT8811	24/04/2024	BMR Mechanical Pty Ltd	81,000km Service on Isuzu Prime Mover Cn047	-1486.88
EFT8810	24/04/2024	Allan's Bobcat & Truck Hire	Extension To Niche Wall Cuballing Cemetery	-7000.00
DD4109.1	24/04/2024	Australian Super	Payroll Deductions	-1992.84
DD4109.2	24/04/2024	Aware Super Pty Ltd	Superannuation Contributions	-4700.08
DD4109.3	24/04/2024	Matrix Superannuation	Superannuation Contributions	-347.33
DD4109.4	24/04/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4109.5	24/04/2024	Hesta	Superannuation Contributions	-681.72
837	26/04/2024	Police Licensing Payments	Police Licensing Payments	-1172.05
EFT8822	29/04/2024	Farmworks Narrogin	2 X Rolls 7 Line Ring lock	-787.60
837	29/04/2024	Police Licensing Payments	Police Licensing Payments	-9955.95
837	30/04/2024	Police Licensing Payments	Police Licensing Payments	-1450.90
EFT8824	30/04/2024	Donna Jane Screech	Correct As Bank Details Were Incorrect - Pay for the 23/04/2024	-491.83
DD4122.1	30/04/2024	linet Limited	CEO Housing Internet Costs - February 2024	-179.98

CREDIT CARD TRANSACTIONS

Creditor	Description	Amount
The Reject Shop	Arts & Crafts supplies for aged friendly grant	\$ 57.25
The Reject Shop	Brush bucket for aged friendly grant	\$ 30.00
Cuby Tavern	Dinner for council meeting	\$ 398.62
Crazy Domains	Domain for Cuby GrooveFest Website	\$ 284.75
Magistrates Court NGN	Restraining order for Shire Resident	\$ 168.00
Toll	Freight Charges	\$ 75.35
DWER	Cuballing waste management facility licence fee	\$ 347.60
WIX.COM	Website hosting for Cuby GrooveFest	\$ 589.10
Booking.com	Accommodation for CR Kowald for roads safety conference	\$ 550.80
NAB	Annual bank fee	\$ 60.00
NAB	International charge (Crazy Domains)	\$ 8.54
NAB	International charge (WIX.com)	\$ 17.67
NGN Betta Home Living	Second monitor for safety admin	\$ 352.50
Caltex NGN	Fuel for vehicle	\$ 72.02
NAB	Annual bank fee	\$ 60.00
Booking.com	Accommodation for Bunbury Vanguard Event	\$ 478.80
Shire of Cuballing	License renewal	\$ 446.15
NAB	Annual bank fee	\$ 60.00
Mobile Experts	Mobile phone accessories for admin safety officer	\$ 139.78

PETTY CASH AND COLES CARD PAYMENTS

Petty Cash

Nil at this time.

Coles Card

Nil at this time

9.1.2 Statement of Financial Activity

Applicant: N/A
File Ref. No: ADM214
Disclosure of Interest: Nil
Date: 14 May 2024
Author: Narelle Rowe, Deputy Chief Executive Officer
Attachments: 9.1.2A Statement of Financial Activity

Summary

Council is to consider the Statement of Financial Activity for April 2024.

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

Comment

Nil.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Statement of Financial Activity.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30 April 2024 be received.

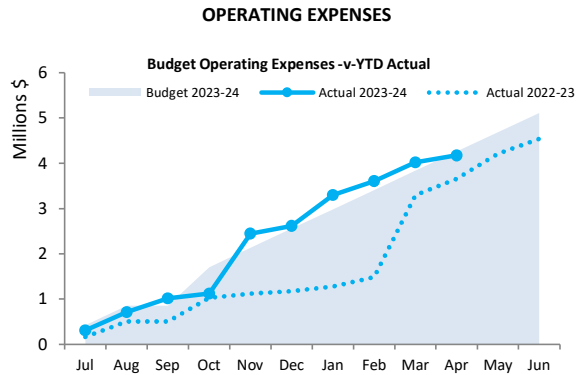
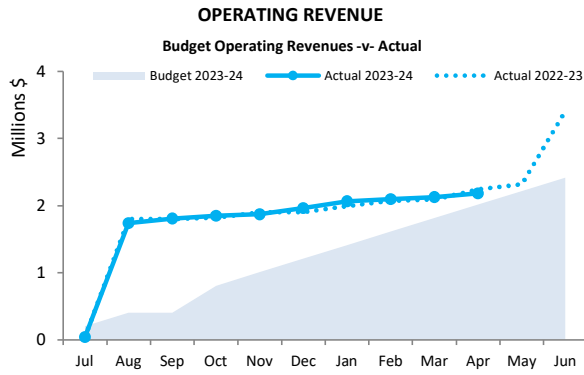
SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2024

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

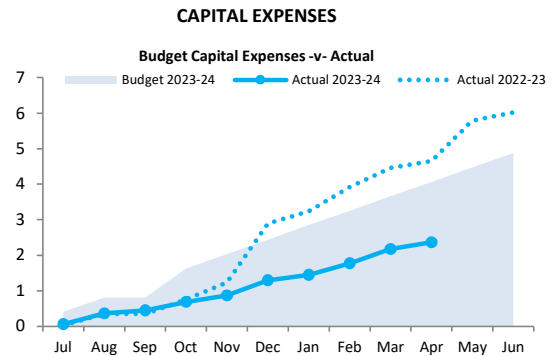
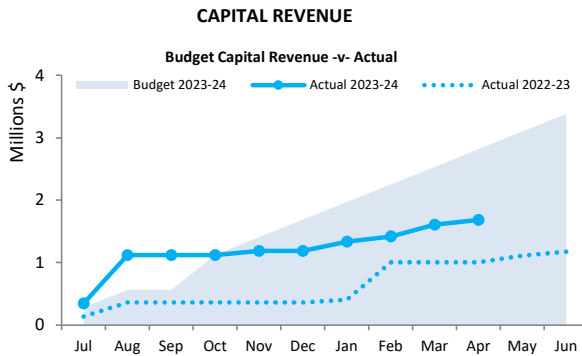
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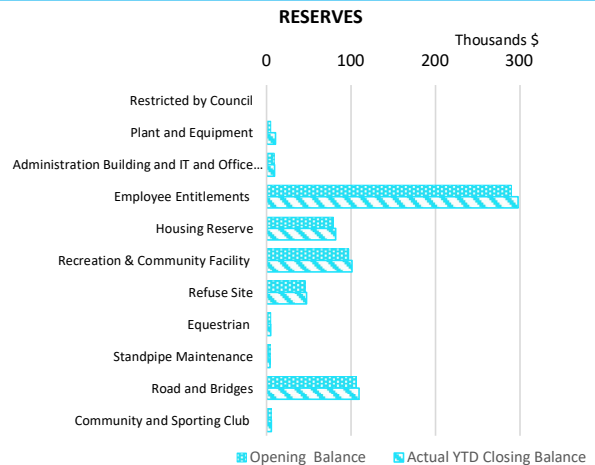
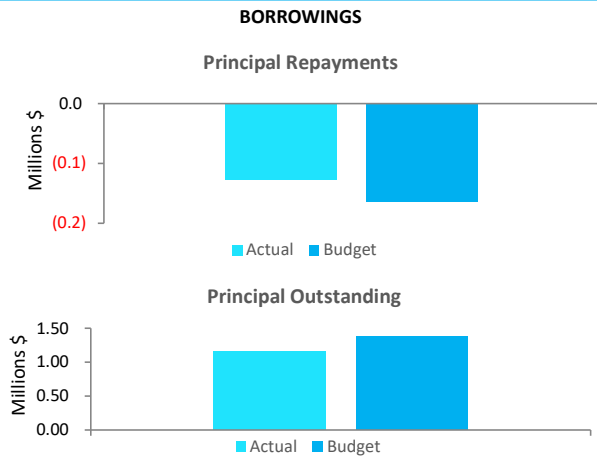
OPERATING ACTIVITIES



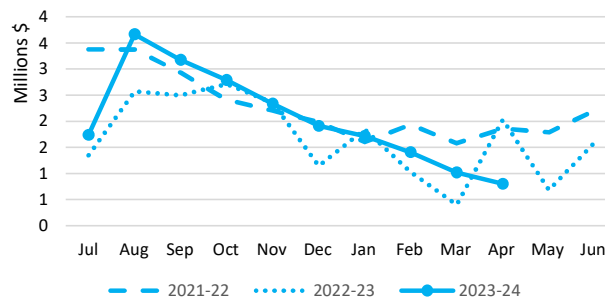
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.68 M	\$1.68 M	\$1.68 M	\$0.00 M
Closing	\$0.03 M	\$0.34 M	\$0.80 M	\$0.47 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.31 M	29.0%
Restricted Cash	\$0.77 M	71.0%

Refer to Note 2 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.01 M	
0 to 30 Days		70.7%
Over 30 Days		29.3%
Over 90 Days		29.3%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.16 M	90.4%
Trade Receivable	\$0.13 M	% Outstanding
Over 30 Days		8.8%
Over 90 Days		8.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.43 M)	(\$0.39 M)	(\$0.04 M)	\$0.34 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.47 M	
YTD Budget	\$1.26 M	17.0%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.26 M	
YTD Budget	\$0.26 M	0.1%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.26 M	
YTD Budget	\$0.19 M	38.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.25 M)		(\$0.68 M)	(\$0.68 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.08 M	(94.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.37 M	
Amended Budget	\$3.26 M	(27.4%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.68 M	
Amended Budget	\$1.93 M	(12.8%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.03 M	\$0.07 M	(\$0.15 M)	(\$0.22 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.13 M
Interest expense	\$0.02 M
Principal due	\$1.16 M

Refer to Note 8 - Borrowings

Reserves	
	\$
Reserves balance	\$0.67 M
Interest earned	\$0.02 M

Refer to Note 10 - Cash Reserves

Lease Liability	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.
Cuballing Agenda May 2024

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2024

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,677,435	1,677,435	1,677,435	0	0.00%	
Revenue from operating activities							
Rates		1,494,387	1,258,056	1,471,867	213,811	17.00%	▲
Operating grants, subsidies and contributions	12	361,598	261,183	261,412	229	0.09%	
Fees and charges		247,478	186,097	258,497	72,400	38.90%	▲
Interest earnings		96,176	82,236	61,064	(21,172)	(25.75%)	▼
Other revenue		150,500	135,760	129,758	(6,002)	(4.42%)	
Profit on disposal of assets	6	5,137	4,280	0	(4,280)	(100.00%)	
		2,355,276	1,927,612	2,182,598	254,986	13.23%	
Expenditure from operating activities							
Employee costs		(1,083,445)	(901,835)	(970,603)	(68,768)	(7.63%)	
Materials and contracts		(1,252,746)	(1,051,317)	(868,567)	182,750	17.38%	▲
Utility charges		(80,053)	(49,740)	(87,314)	(37,574)	(75.54%)	▼
Depreciation on non-current assets		(2,277,131)	(1,897,500)	(1,939,888)	(42,388)	(2.23%)	
Interest expenses		(52,020)	(43,330)	(22,166)	21,164	48.84%	▲
Insurance expenses		(226,979)	(189,030)	(209,144)	(20,114)	(10.64%)	▼
Other expenditure		(88,246)	(75,510)	(68,595)	6,915	9.16%	
Loss on disposal of assets	6	(10,840)	(9,030)	(8,793)	237	2.62%	
		(5,071,460)	(4,217,292)	(4,175,070)	42,222	(1.00%)	
Non-cash amounts excluded from operating activities	1(a)	2,282,834	1,902,250	1,948,681	46,431	2.44%	
Amount attributable to operating activities		(433,350)	(387,430)	(43,791)	343,639	(88.70%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,930,816	1,367,563	1,684,130	316,567	23.15%	▲
Proceeds from disposal of assets	6	75,955	56,961	4,545	(52,416)	(92.02%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,259,912)	(2,446,328)	(2,367,348)	78,980	3.23%	
Amount attributable to investing activities		(1,253,141)	(1,021,804)	(678,673)	343,131	(33.58%)	
Financing Activities							
Proceeds from new debentures	8	250,000	250,000	0	(250,000)	(100.00%)	▼
Transfer from reserves	10	0	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	(2,000)	(1,660)	0	1,660	100.00%	
Repayment of debentures	8	(164,504)	(137,070)	(126,646)	10,424	7.60%	
Transfer to reserves	10	(48,921)	(40,700)	(24,468)	16,232	39.88%	▲
Amount attributable to financing activities		34,575	70,570	(151,114)	(221,684)	(314.13%)	
Closing funding surplus / (deficit)	1(c)	25,519	338,771	803,857	465,086	(137.29%)	▲

KEY INFORMATION

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

Refer to Note 16 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 14 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 09 May 2024

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(5,137)	(4,280)	0
Add: Loss on asset disposals	6	10,840	9,030	8,793
Add: Depreciation on assets		2,277,131	1,897,500	1,939,888
Total non-cash items excluded from operating activities		2,282,834	1,902,250	1,948,681

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

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

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(648,026)	(648,026)	(672,494)
Add: Borrowings	8	164,504	327,535	36,385
Add: Provisions employee related provisions	11	270,754	284,448	284,448
Add: Lease liabilities	9	2,000	2,000	0
Total adjustments to net current assets		(210,768)	(34,043)	(351,661)

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

Current assets				
Cash and cash equivalents	2	1,940,452	2,003,638	1,083,449
Rates receivables	3	155,806	155,806	156,579
Receivables	3	532,361	153,286	128,965
Other current assets	4	224,383	244,461	244,461
Less: Current liabilities				
Payables	5	(302,841)	(135,164)	(40,537)
Borrowings	8	(164,504)	(327,535)	(36,385)
Contract liabilities	11	(96,566)	(96,566)	(96,566)
Lease liabilities	9	(2,000)	(2,000)	0
Provisions	11	(270,754)	(284,448)	(284,448)
Less: Total adjustments to net current assets	1(b)	(210,768)	(34,043)	(351,661)
Closing funding surplus / (deficit)		1,805,569	1,677,435	803,857

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		52,829	96,566	149,395		NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		260,858	0	260,858		NAB	TBA	N/A
Term Deposits - Restricted Funds		2	672,494	672,496		NAB	TBA	TBA
Term Deposits - Unrestricted Funds		0	0	0		NAB	TBA	TBA
Petty Cash		700	0	700		N/A	N/A	N/A
Total		314,389	769,060	1,083,449	0			
Comprising								
Cash and cash equivalents		314,389	769,060	1,083,449	0			
		314,389	769,060	1,083,449	0			

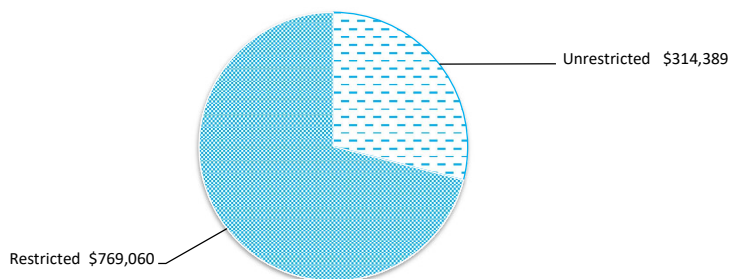
KEY INFORMATION

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.

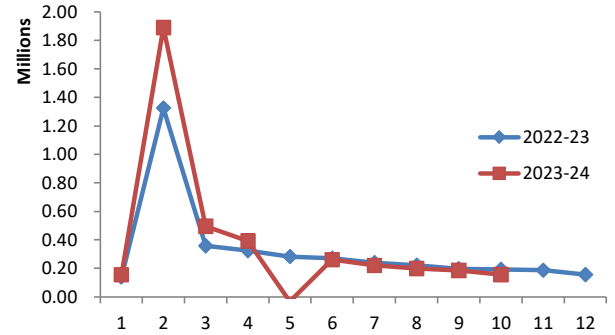
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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.



Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	155,806	155,806
Levied this year	1,966,471	1,471,867
Less - collections to date	(1,966,471)	(1,471,094)
Gross rates collectable	155,806	156,579
Net rates collectable	155,806	156,579
% Collected	92.7%	90.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(884)	101,518	158		9,617	110,409
Percentage	(0.8%)	91.9%	0.1%	0%	8.7%	
Balance per trial balance						
Sundry receivable						110,409
GST receivable						18,556
Total receivables general outstanding						128,965

Amounts shown above include GST (where applicable)

KEY INFORMATION

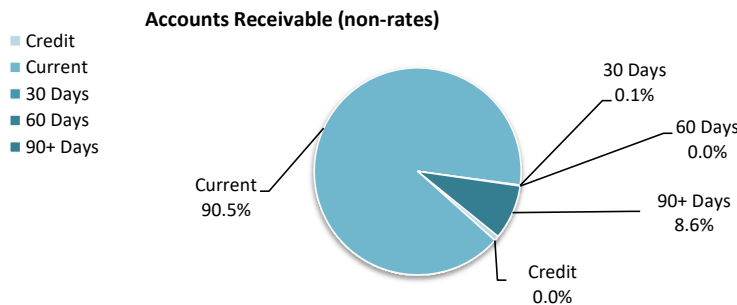
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	33,510	0	0	33,510
Total other current assets	244,461	0	0	244,461

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

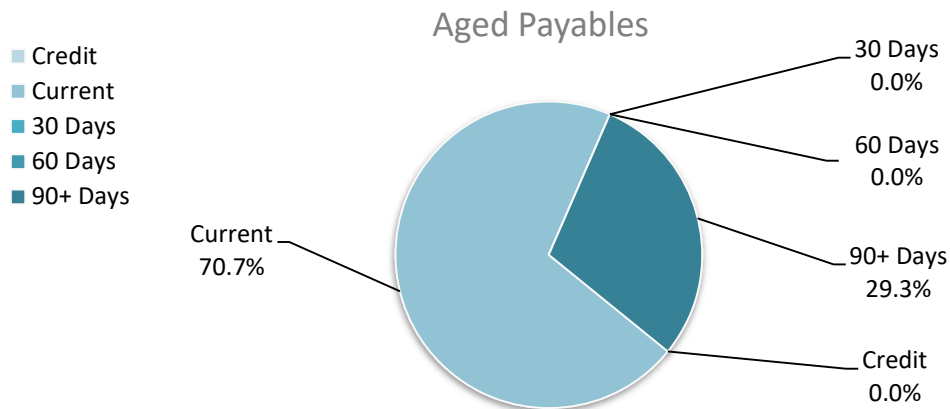
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	721	0	0	299	1,020
Percentage	0%	70.7%	0%	0%	29.3%	
Balance per trial balance						
Sundry creditors						5,219
ATO liabilities						33,723
Bonds & Deposits						1,595
Total payables general outstanding						40,537

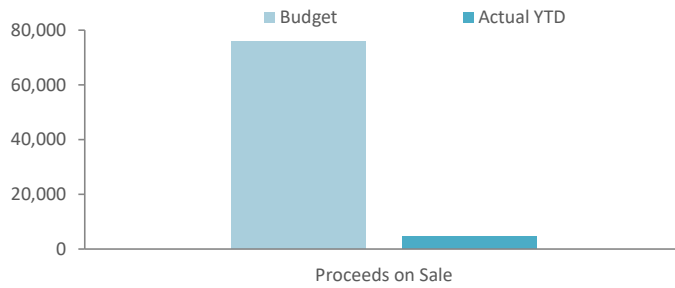
Amounts shown above include GST (where applicable)

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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Generator	5,700	2,500	0	(3,200)	5,302	2,274	0	(3,028)
	Hino Truck	27,000	25,000	0	(2,000)	0	0	0	0
	Traffic Lights	8,640	3,000	0	(5,640)	8,036	2,271	0	(5,765)
	Works Utility	40,318	45,455	5,137	0	0	0	0	0
		81,658	75,955	5,137	(10,840)	13,338	4,545	0	(8,793)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Buildings	742,103	619,527	404,834	(214,693)
Plant and equipment	314,668	261,950	120,202	(141,748)
Infrastructure - roads	2,111,141	1,488,701	1,805,414	316,713
Infrastructure - bridges	40,000	33,330	30,025	(3,305)
Infrastructure - parks, ovals & playgrounds	25,000	20,830	0	(20,830)
Infrastructure - other	7,000	5,330	6,873	1,543
Payments for Capital Acquisitions	3,259,912	2,446,328	2,367,348	(78,980)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,930,816	1,367,563	1,684,130	316,567
Borrowings	250,000	250,000	0	(250,000)
Other (disposals & C/Fwd)	75,955	56,961	4,545	(52,416)
Contribution - operations	997,141	771,804	678,673	(93,131)
Capital funding total	3,259,912	2,446,328	2,367,348	(78,980)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

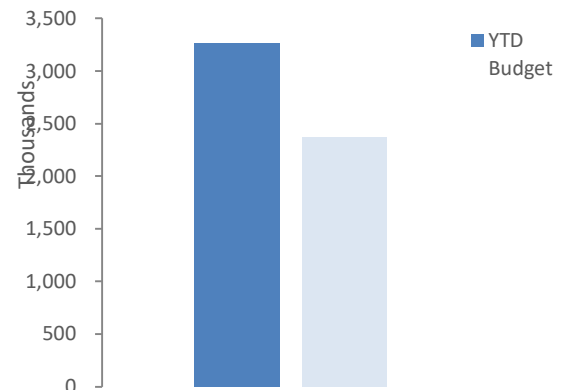
Initial recognition and measurement for assets held at cost

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

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

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

Payments for Capital Acquisitions



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

		Amended			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
		\$	\$	\$	\$	
Land & Buildings						
	C214	Land Purchase - Light Industrial Area	250,000	208,330	1,000	(207,330)
	J4114D	Administration Office Refurbishment	19,141	15,950	18,016	2,066
	C084	Aged Persons Accommodation Capital Expense	174,002	138,502	174,002	35,500
	C158	Cuballing Transfer Station 17/18 - Waste Oil Facility	0	0	28	28
	C165	Building Renewal - Cuballing Recreation Centre	0	0	155	155
	C212	Ceo Residence - Solar Panels	5,000	4,160	4,864	704
	C205	Golf Club Facility Upgrade (Lrci Funds)	10,000	10,000	9,767	(233)
	11057	CCTV Camera's	30,000	30,000	26,599	(3,401)
	C213	Ceo Residence - Air Conditioner	11,418	9,510	11,419	1,909
	C215	Popanyinning School House (Lrci Funding)	10,000	10,000	0	(10,000)
	C162	Cuballing Town Hall - Capital Works	90,799	82,407	27,175	(55,232)
	C164	Building Renewal - Cuballing Cwa Hall	131,543	102,168	131,809	29,641
	C173	Skate Park Refurbishment	10,200	8,500	0	(8,500)
	Total Buildings	742,103	619,527	404,834	(214,693)	
Furniture & Equipment						
	04270	Capital Expenditure - Furniture & Equipment	20,000	16,660	0	(16,660)
	Total Furniture & Equipment	20,000	16,660	0	(16,660)	
Plant & Equipment						
	11300	Capital Expenditure - Plant & Equipment - Generator	24,850	20,450	23,120	2,670
	12411	Two Way system for Plant	25,000	20,830	0	(20,830)
	12416	Capital Expenditure - Plant & Equipment - Hino Truck	97,540	81,280	0	(81,280)
	12421	Capital Expenditure - Plant & Equipment - Traffic Lights	37,000	30,830	36,052	5,222
	12428	Capital Purchase - Sewell Sweeper TB2000E	61,500	51,250	61,030	9,780
	12429	Capital Expenditure - Plant & Equipment - Plant Trailer	8,500	7,080	0	(7,080)
	12430	Capital Expenditure - Plant & Equipment - Utility	60,278	50,230	0	(50,230)
	Total Plant & Equipment	314,668	261,950	120,202	(141,748)	
Roads						
	R001E	Rrg Stratherne Rd 2022/23	179,695	149,730	182,129	32,399
	R001F	Stratherne Road 23-24 - Reconstruction & Shoulder Widening Slk 7	607,213	510,483	588,124	77,641
	R001C	Rrg Stratherne Road 2020/21 Shoulder Widening	0	0	2,760	2,760
	R004B	Popanyinning East Gravel Sheeting	0	0	0	0
	R129F	Wandering-Narrogin Road 2022/23	0	0	9,290	9,290
	R129G	Wandering Narrogin Road 23/24 - Final Seal	47,496	40,286	38,206	(2,080)
	RTR096	Roads To Recovery - Austral Street	184,291	160,531	73,590	(86,941)
	RTR140	Roads To Recovery - Campbell Street	34,477	29,718	34,477	4,759
	RTR004	Roads To Recovery Popanyinning Road East Gravel Sheeting	46,879	39,050	55,258	16,208
	BS129	Blackspot - Wandering Narrogin Road	23,000	20,500	5,431	(15,069)
	WF006R	Cuballing East Road 2021/22 Final Seal Works	123,320	96,640	123,320	26,680
	WF007R	Wheatbelt Secondary Freight Network - 2023/24 Cuballing East Rd	0	(38,361)	0	38,361
	WF007D	Wheatbelt Secondary Freight Network 2022/23 Cuby East Road-D	0	0	8,105	8,105
	WSF008	Wheatbelt Secondary Freight - Cuballing East Reconstruction Slk'S	634,901	288,594	680,320	391,726
	WF129D	Wheatbelt Secondary Freight 2022/23 Narrogin Wandering Road-I	229,869	191,530	4,404	(187,126)
	Total Roads	2,111,141	1,488,701	1,805,414	316,713	
Bridges						
	11214	Bridge Improvements - Capital Upgrades	40,000	33,330	30,025	(3,305)
	Total Bridges	40,000	33,330	30,025	(3,305)	
Parks, Ovals & Playgrounds						
	C207	Heritage Walk Trail	10,000	8,330	0	(8,330)
	C209	Cuballing Skate Park Precinct Master Plan	15,000	12,500	0	(12,500)
		54500 Parks, Ovals & Playgrounds - Non-Current	0	0	0	0
	Total Parks, Ovals & Playgrounds	25,000	20,830	0	(20,830)	
Other Infrastructure						
	C203	Cuballing War Memorial	0	0	509	509
	C210	Cuballing Niche Wall	7,000	5,330	6,364	1,034
	Total Other Infrastructure	7,000	5,330	6,873	1,543	
	TOTAL CAPITAL EXPENDITURE	3,259,912	2,446,328	2,367,348	(78,980)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings		1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	65	781,151	0	0	(35,604)	(72,017)	745,547	709,134	(22,946)	(34,723)
Transport										
Grader	67	407,025	0	0	(83,186)	(76,689)	323,839	330,336	1,209	(15,209)
Other property and services										
Austral Land	64	100,111	0	0	(7,856)	(15,798)	92,255	84,313	(429)	(2,087)
Industrial Land	68	0	0	250,000	0	0	0	250,000	0	0
Total		1,288,287	0	250,000	(126,646)	(164,504)	1,161,641	1,373,783	(22,166)	(52,019)
Current borrowings		164,504					36,385			
Non-current borrowings		1,123,783					1,125,256			
		1,288,287					1,161,641			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding payments		Interest	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Springhill Dam	LPF No.2	0	0	6,000	0	(2,000)	0	4,000	0	0
Total		0	0	6,000	0	(2,000)	0	4,000	0	0

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 10
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	5,106	1,204	5,397	22,000	0	0	0	28,310	10,503
Administration Building and IT and Office	9,270	371	252	0	0	0	0	9,641	9,522
Employee Entitlements	289,812	11,592	7,882	0	0	0	0	301,404	297,694
Housing Reserve	79,491	3,180	2,470	0	0	0	0	82,671	81,961
Recreation & Community Facility	97,430	3,897	3,928	0	0	0	0	101,327	101,358
Refuse Site	46,015	1,841	1,252	0	0	0	0	47,856	47,267
Equestrian	4,974	199	135	0	0	0	0	5,173	5,109
Standpipe Maintenance	4,149	166	111	0	0	0	0	4,315	4,260
Road and Bridges	106,394	4,256	2,895	0	0	0	0	110,650	109,289
Community and Sporting Club	5,385	215	146	0	0	0	0	5,600	5,531
	648,026	26,921	24,468	22,000	0	0	0	696,947	672,494

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		96,566	0	0	0	96,566
Total other liabilities		96,566	0	0	0	96,566
Employee Related Provisions						
Annual leave		112,204	0			112,204
Long service leave		172,244	0			172,244
Total Employee Related Provisions		284,448	0	0	0	284,448
Total other current assets		381,014	0	0	0	381,014

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2023	(As revenue)	30 Apr 2024	30 Apr 2024		Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Youth Development Traineeship Fundin	0	0	0	0	0	38,000	38,000	38,000
General purpose funding								
Income - Grants Commission	0	0	0	0	0	26,231	6,687	19,673
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	51,891	43,240	55,891
Income Fire Mitigation Grants	0	0	0	0	0	72,700	60,580	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	0	20,900
Education and welfare								
Income Relating to Aged & Disabled - Age Friendly	0	0	0	0	0	6,120	5,100	6,120
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	0	(170)	0
INCOME - Community Development & Events	0	0	0	0	0	0	(3,170)	0
Community Development & Events - Grants	0	0	0	0	0	2,000	330	2,000
Community Development & Events - Other	0	0	0	0	0	0	(670)	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	102,932	85,770	102,932
Income - Grants Commission Local Road Grant	0	0	0	0	0	20,824	8,826	15,618
	0	0	0	0	0	341,598	244,523	261,134
Operating contributions								
Other property and services								
Income - Less Workers Compensation Claimed	0	0	0	0	0	20,000	16,660	278
	0	0	0	0	0	20,000	16,660	278
TOTALS	0	0	0	0	0	361,598	261,183	261,412

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

NOTE 13

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - Community Infrastructure Grant - Commonwealth	0	0	0	0	0	24,777	20,640	0
Income - Phase 2 Community Infrastructure Grant - LRCI	0	0	0	0	0	18,752	15,620	0
Income - Phase 3 community Infrastructure Grant - LRCI	0	0	0	0	0	123,884	103,230	74,330
Transport								
Regional Road Grants	0	0	0	0	0	499,642	416,360	391,340
Wheatbelt Secondary Freight Network	0	0	0	0	0	959,280	558,489	1,034,398
WSFN - Income Wandering Narrogin Road	96,566	0	0	96,566	0	0	0	0
2022/23 Cuballing East Road Wheatbelt Secondary Freight	0	0	0	0	0	66,739	50,643	0
Roads to Recovery	0	0	0	0	0	237,742	202,581	184,062
	96,566	0	0	96,566	0	1,930,816	1,367,563	1,684,130

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 14
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 2023	Amount Received	Amount Paid	Closing Balance 30 Apr 2024
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	658	263,168	(263,647)	179
				0
	858	263,168	(263,647)	379

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in			Amended Budget Running Balance
				Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
Budget Adoption							25,519
	Opening Surplus(Deficit)		Opening Surplus(Deficit)			(128,134)	(102,615)
03120	Income - Gross Rental Value Rates	Proposed	Operating Revenue		27,041		(75,574)
03130	Income - Minimum Unimproved	Proposed	Operating Revenue		3,645		(71,929)
03131	Income - Minimum Gross Rental Value	Proposed	Operating Revenue		20,000		(51,929)
03141	Income - Interim Rates - GRV	Proposed	Operating Revenue		17,000		(34,929)
03168	Income - Less Discount Allowed	Proposed	Operating Revenue		8,750		(26,179)
03200	Income - Grants Commission	Proposed	Operating Revenue			(91,023)	(117,202)
04254	Income - Grant - Youth Development Traineeship F	Proposed	Operating Revenue		38,000		(79,202)
05351	Income - AWARE - Emergency Risk Management	Proposed	Operating Revenue		20,900		(58,302)
11170	Income - Youth Activity Funding	Proposed	Operating Revenue			(1,000)	(59,302)
11700	INCOME - Community Development & Events	Proposed	Operating Revenue			(19,000)	(78,302)
11701	Community Development & Events - Grants	Proposed	Operating Revenue			(8,000)	(86,302)
11702	Community Development & Events - Other	Proposed	Operating Revenue			(4,000)	(90,302)
12185	Income - Grants Commission Local Road Grant	Proposed	Operating Revenue			(51,164)	(141,466)
05252	Income - Dog Registration Fees and Contributions	Proposed	Operating Revenue			(1,000)	(142,466)
08404	Aged Accommodation Units - Rental Income	Proposed	Operating Revenue			(17,400)	(159,866)
10750	Income - Cemetery Charges	Proposed	Operating Revenue		8,000		(151,866)
11050	Income - Hall Hire	Proposed	Operating Revenue		2,000		(149,866)
11052	Income - Recreation Complex	Proposed	Operating Revenue		1,000		(148,866)
11704	INCOME - Winter Ball	Proposed	Operating Revenue		3,687		(145,179)
13250	Income Relating to Tourism & Area Promotion	Proposed	Operating Revenue		3,000		(142,179)
13350	Income - Local Building Licence Fees	Proposed	Operating Revenue			(2,500)	(144,679)
13351	Income - Local Building Dispute Fee	Proposed	Operating Revenue		1,500		(143,179)
13455	Income - Standpipe - Charges	Proposed	Operating Revenue			(110,000)	(253,179)
13465	Income - Standpipe Swipe Cards	Proposed	Operating Revenue		500		(252,679)
14150	Income - Private Works	Proposed	Operating Revenue			(9,000)	(261,679)
03160	Income - Penalty Interest Raised on Rates	Proposed	Operating Revenue		7,000		(254,679)
03164	Income - Instalment Interest Received	Proposed	Operating Revenue		626		(254,053)
03201	Income - Interest Received - Municipal Account	Proposed	Operating Revenue		5,000		(249,053)
04251	Income - Contributions and Reimbursements	Proposed	Operating Revenue		60,230		(188,823)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Cash	Available Cash	Running Balance
				\$	\$	\$	\$
11185	INCOME - GOLF DAY	Proposed	Operating Revenue		2,000		(186,823)
04236	Expenditure - Administration Super	Proposed	Operating Expenses		10,229		(176,594)
04258	Expenditure- Health Checks for Staff	Proposed	Operating Expenses			(1,000)	(177,594)
04297	Expenditure - Training and Conferences Admin	Proposed	Operating Expenses		9,000		(168,594)
05102	Expenditure - Maintenance of Land and Buildings	Proposed	Operating Expenses			(1,000)	(169,594)
07110	Expenditure - EHO Contract - Salary	Proposed	Operating Expenses		2,500		(167,094)
07700	Expenditure - Health Training and Other	Proposed	Operating Expenses		500		(166,594)
10715	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(8,500)	(175,094)
11010	Expenditure - Halls Maintenance	Proposed	Operating Expenses			(1,200)	(176,294)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses			(10,000)	(186,294)
11110	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses			(3,000)	(189,294)
11120	Expenditure - Maintenance Cuballing Rec Centre &	Proposed	Operating Expenses			(3,000)	(192,294)
11125	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(7,000)	(199,294)
11705	Community Events	Proposed	Operating Expenses		10,000		(189,294)
12205	Expenditure - Maintenance on streets and roads	Proposed	Operating Expenses			(3,000)	(192,294)
12210	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(3,000)	(195,294)
13205	Expenditure - Relating to Tourism & Area Promotic	Proposed	Operating Expenses			(500)	(195,794)
13310	Expenditure - Building Services	Proposed	Operating Expenses		5,000		(190,794)
14105	Expenditure - Private works	Proposed	Operating Expenses		2,500		(188,294)
14207	Expenditure - Long Service Leave Wages	Proposed	Operating Expenses			(18,000)	(206,294)
14215	Expenditure - Allowances	Proposed	Operating Expenses		3,000		(203,294)
14216	EXPENDITURE SERVICE PAY	Proposed	Operating Expenses		4,666		(198,628)
14225	Expenditure - Staff training	Proposed	Operating Expenses		15,000		(183,628)
14230	Expenditure - Protective Clothing	Proposed	Operating Expenses		3,000		(180,628)
14325	Expenditure - Internal Repair Wages	Proposed	Operating Expenses			(3,000)	(183,628)
04101	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(15,000)	(198,628)
04241	Expenditure - Audit Expenses	Proposed	Operating Expenses			(2,000)	(200,628)
04245	Expenditure - Revaluation for Fair Value	Proposed	Operating Expenses		1,775		(198,853)
04248	Expenditure - Administration Support Services	Proposed	Operating Expenses			(10,000)	(208,853)
04288	Expenditure - Computer, Mobile Phone & Dash Car	Proposed	Operating Expenses			(2,500)	(211,353)
04289	Expenditure - Administration Office Maintenance r	Proposed	Operating Expenses			(6,677)	(218,030)
04293	Expenditure - Computer Equipment - Mtnce	Proposed	Operating Expenses			(10,000)	(228,030)
05101	Expenditure - Mtnce of Vehicles and Trailers	Proposed	Operating Expenses			(15,000)	(243,030)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Cash	Available Cash	Running Balance
				\$	\$	\$	\$
05107	Expenditure - Clothing and Accessories	Proposed	Operating Expenses			(5,000)	(248,030)
05205	Expenditure - Ranger and Advertising	Proposed	Operating Expenses		2,000		(246,030)
09105	Expenditure - CEO Housing Maintenance	Proposed	Operating Expenses			(3,300)	(249,330)
10100	Expenses Relating to Sanitation - Household Refuse	Proposed	Operating Expenses		2,500		(246,830)
10105	Expenditure - Tip Maintenance Costs	Proposed	Operating Expenses			(10,000)	(256,830)
10500	Expenses Relating to Protection Of Environment	Proposed	Operating Expenses		1,500		(255,330)
10705	Expenditure - Maintenance - Public Conveniences F	Proposed	Operating Expenses		10,000		(245,330)
10715	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(3,275)	(248,605)
10720	Expenditure - Men's Shed Maintenance	Proposed	Operating Expenses		4,000		(244,605)
11010	Expenditure - Halls Maintenance	Proposed	Operating Expenses		4,500		(240,105)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,000		(237,105)
11110	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses		1,000		(236,105)
11120	Expenditure - Maintenance Cuballing Rec Centre &	Proposed	Operating Expenses			(5,000)	(241,105)
11705	Community Events	Proposed	Operating Expenses			(10,000)	(251,105)
12210	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(10,000)	(261,105)
12230	Expenditure - Maintenance General	Proposed	Operating Expenses			(10,500)	(271,605)
13205	Expenditure - Relating to Tourism & Area Promotic	Proposed	Operating Expenses		10,000		(261,605)
13310	Expenditure - Building Services	Proposed	Operating Expenses			(1,760)	(263,365)
13320	Expenditure - Building Other Costs	Proposed	Operating Expenses			(1,500)	(264,865)
13410	Expenditure - Standpipe costs	Proposed	Operating Expenses			(5,000)	(269,865)
14105	Expenditure - Private works	Proposed	Operating Expenses		1,000		(268,865)
14225	Expenditure - Staff training	Proposed	Operating Expenses		4,000		(264,865)
14238	Expenditure - Minor Plant and Equipment < \$1,000	Proposed	Operating Expenses		5,000		(259,865)
14310	Expenditure - Fuel & Oils	Proposed	Operating Expenses		50,000		(209,865)
14315	Expenditure - Tyres and Tubes	Proposed	Operating Expenses		5,000		(204,865)
14320	Expenditure - Parts & Repairs	Proposed	Operating Expenses			(30,000)	(234,865)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,500		(231,365)
11125	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(1,000)	(232,365)
12235	Expenditure - Power - Street Lighting	Proposed	Operating Expenses			(1,750)	(234,115)
13410	Expenditure - Standpipe costs	Proposed	Operating Expenses		100,000		(134,115)
04101	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(9,000)	(143,115)
04105	Expenditure - Members Refreshments & Civic Func	Proposed	Operating Expenses			(1,000)	(144,115)
04240	Expenditure - Advertising	Proposed	Operating Expenses			(2,000)	(146,115)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Cash	Available Cash	Running Balance
				\$	\$	\$	\$
12164	Wheatbelt Secondary Freight Network	Proposed	Capital Revenue			(1,445,461)	(1,591,577)
12167	2022/23 Cuballing East Road Wheatbelt Secondary	Proposed	Capital Revenue			(29,827)	(1,621,404)
12175	Roads to Recovery	Proposed	Capital Revenue		26,791		(1,594,613)
C084	Aged Persons Accommodation Capital Expense	Proposed	Capital Expenses		38,998		(1,555,614)
C205	Golf Club Facility Upgrade (Lrci Funds)	Proposed	Capital Expenses			(10,000)	(1,565,614)
11057	CCTV Camera's	Proposed	Capital Expenses			(30,000)	(1,595,614)
C215	Popanyinning School House (Lrci Funding)	Proposed	Capital Expenses			(10,000)	(1,605,614)
C162	Cuballing Town Hall - Capital Works	Proposed	Capital Expenses			(40,467)	(1,646,081)
C164	Building Renewal - Cuballing Cwa Hall	Proposed	Capital Expenses		44,682		(1,601,399)
11300	Capital Expenditure - Plant & Equipment - Generat	Proposed	Capital Expenses		1,500		(1,599,899)
R001F	Stratherne Road 23-24 - Reconstruction & Shoulde	Proposed	Capital Expenses			(27,013)	(1,626,912)
R129G	Wandering Narrogin Road 23/24 - Final Seal	Proposed	Capital Expenses			(4,296)	(1,631,208)
RTR096	Roads To Recovery - Austral Street	Proposed	Capital Expenses			(41,791)	(1,672,999)
RTR140	Roads To Recovery - Campbell Street	Proposed	Capital Expenses			(6,118)	(1,679,117)
BS129	Blackspot - Wandering Narrogin Road	Proposed	Capital Expenses			(8,000)	(1,687,117)
WF006R	Cuballing East Road 2021/22 Final Seal Works	Proposed	Capital Expenses		36,730		(1,650,387)
WF007R	Wheatbelt Secondary Freight Network - 2023/24 C	Proposed	Capital Expenses		230,181		(1,420,206)
WSF008	Wheatbelt Secondary Freight - Cuballing East Reco	Proposed	Capital Expenses		1,442,726		22,519
C210	Cuballing Niche Wall	Proposed	Capital Expenses		3,000		25,519
				0	2,328,657	(2,328,657)	25,519

KEY INFORMATION

Nil

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 16
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 2023-24 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)	0	0.00%		
Revenue from operating activities				
Rates	213,811	17.00% ▲	Timing	Interim Processing
Operating grants, subsidies and contributions	229	0.09%	Timing	Immaterial
Fees and charges	72,400	38.90% ▲	Timing	Reimbursement of Training Course from LG's
Interest earnings	(21,172)	(25.75%) ▼	Timing	Maturity of Investments
Other revenue	(6,002)	(4.42%)	Timing	Immaterial
Profit on disposal of assets	(4,280)	(100.00%)	Timing	
Expenditure from operating activities				
Employee costs	(68,768)	(7.63%)	Timing	WSFN discontinued, private works,
Materials and contracts	182,750	17.38% ▲	Timing	No fire mitigation works - funding not received
Utility charges	(37,574)	(75.54%) ▼	Timing	Water Corp credit applied
Depreciation on non-current assets	(42,388)	(2.23%)	Timing	Immaterial
Interest expenses	21,164	48.84% ▲	Timing	Loan repayments - (budget allocated over 12 months)
Insurance expenses	(20,114)	(10.64%) ▼	Timing	Premiums paid in 2 instalments (budget allocated over 12 months)
Other expenditure	6,915	9.16%	Timing	Timing - Budget allocated over 12 mths
Loss on disposal of assets	237	2.62%	Timing	Immaterial
Non-cash amounts excluded from operating activities	46,431	2.44%	Timing	Immaterial
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	316,567	23.15% ▲	Timing	Timing - Budget allocated over 12 mths
Proceeds from disposal of assets	(52,416)	(92.02%) ▼	Timing	No works ute disposal
Payments for property, plant and equipment and infrastr	78,980	3.23%	Timing	Immaterial
Non-cash amounts excluded from investing activities	0	0.00%		Not Applicable
Financing activities				
Proceeds from new debentures	(250,000)		Timing	Not Applicable
Transfer from reserves	0	0.00%	Timing	Not Applicable
Payments for principal portion of lease liabilities	1,660	100.00%	Timing	Not Applicable
Repayment of debentures	10,424	7.60%	Timing	Allocation over 12 mths
Transfer to reserves	16,232	39.88% ▲	Timing	Will tsf later in the year
Closing funding surplus / (deficit)	465,086	(137.29%)	Timing	As per the above explanations

9.1.3 Policy and Plan Review & Risk Management Strategy

Applicant:	Shire of Cuballing
File Ref. No:	ADM143
Disclosure of Interest:	Nil
Date:	7 May 2024
Author:	DCEO - Narelle Rowe
Attachments:	9.1.3A Revised 11.4 Risk Management Policy 9.1.3B Revised IT Disaster Recovery Plan 9.1.3C Risk Management Strategy

Purpose

Council is asked to adopt changes to the IT Disaster Recovery Plan and Policy 11.4 Risk Management Policy in line with recommendations from the Financial Management (FMR) and Regulation 17 Review (R17) received at the April 2024 Ordinary Council Meeting. In addition, it has been noted that a Risk Management Strategy was not currently in place, therefore requiring the creation of a new Strategy as referred to within the Risk Management Policy.

Background

As mentioned in the April 2024 Agenda, many of the recommendations contained within the FMR and R17 Review required changes to Council policy to fill gaps or, to correctly reflect the roles and responsibilities of Council and the CEO.

Proposed new documentation – Risk Management Strategy

Policy 11.4 Risk Management outlines the Shire of Cuballing's tolerance and appetite for risk as referred to within the Risk Management Strategy. However, a search of Council records could not provide evidence of the Risk Management Strategy being previously presented to Council, nor identify the location of the document.

Amendments

- Policy 11.4 Risk Management Policy

The Risk Management Policy has been updated to reflect accurate and consistent terminology contained within the Risk Management Strategy.

- IT Disaster Recovery Plan

The IT Disaster Recovery Plan has been amended to reflect changes to hardware, software and general technological advances since the introduction of the IT Disaster Recovery Plan in 2021.

Statutory Environment

There are a number of policies that are required under the Local Government Act and subsidiary legislation. This includes mandatory policies that must be adopted by Local Governments, the requirement for some policies to be adopted by absolute majority, and

regulations clarifying the process for adoption of some policies. The policy in this case is not mandatory, but is best practice.

Local Government (Audit) Regulations 1996

1. The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - a. risk management; and
 - b. internal control; and
 - c. legislative compliance.
2. The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
3. The CEO is to report to the audit committee the results of that review.

Policy Implications

There have been a number of recent changes to policies with further review of other policies being performed over the next few months.

Financial Implications

There are no notable financial implications from the reports.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

CEO – Stan Scott.

Options

It is recommended that the proposed changes be adopted as individual resolutions. If council wishes to not adopt some of the proposed changes, it is suggested that these be removed from the resolution and in each case:

1. Adopted separately with changes;
2. Returned to the administration or to forum for further work; or
3. Not adopted (existing policy retained).

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

- 1. That Council adopt the proposed Risk Management Strategy.**
- 2. That Council adopt the revised IT Disaster Recovery Plan.**
- 3. That Council adopt the revised policy:**
 - 11.4 Risk Management Policy**

11.4 Risk Management Policy

Objective

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Cuballing, facilitating value creation and protection.

Policy Statement

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A Risk Management ~~Strategy Governance Framework~~ is to be maintained and implemented utilising the Principles, Framework and Process as defined within AS/NZS ISO 31000:2018 Risk management - Guidelines.

Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

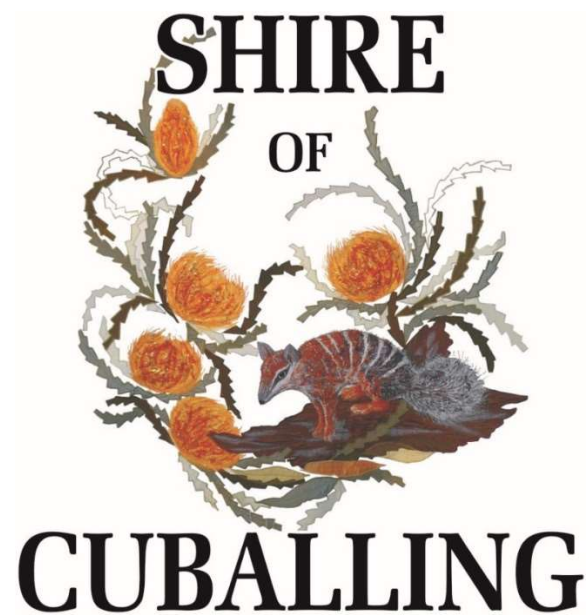
Council's risk tolerance and appetite is articulated with the Risk Management ~~Strategy Governance Framework~~ and any change to the level of risk tolerance and appetite within the ~~Strategy Framework~~ can only be made with Council approval.

Risk Management Commitment:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within AS/NZS ISO 31000:2018, through the Risk Management ~~Strategy Governance Framework~~. The Risk Management ~~Strategy Governance Framework~~ will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- aligning the objectives, culture and strategy of the Shire with risk management;
- addressing and recognising all obligations (including voluntary commitments) of the Shire;
- communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;
- promoting and conveying the value of risk management across the Shire;
- encouraging methodical monitoring of risks; and
- ensuring that the Risk Management ~~Strategy Governance Framework~~ remains relevant to and considers the context of the organisation.

Resolution No: 2021/120
Resolution Date: 20th October 2021



IT Disaster Recovery Plan

Adopted by Council: _____

Revision History

Version	Version 2.0
Description of Change(s)	Document created
Revision <i>Deputy Chief Executive Officer</i>	
Approval <i>Chief Executive Officer</i>	
Date	20 April 2024

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Overview

1.1. Introduction

A disaster event that causes significant damage to the Shire of Cuballing's information technology (IT) systems, can cause major disruption to the organisation's ability to operate effectively, with the possibility of resulting in financial loss, business failure and a loss of credibility to public perception.

The causes of a disaster are varied, including flooding, fire, industrial accidents, structural failure, hacking and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

The purpose of this plan is to protect the IT systems of the Shire of Cuballing, facilitating the restoration of normal operations with minimum disruption and cost. The plan also identifies the steps to be taken to minimise damage to the Shire's IT systems and enable staff to encounter an emergency with efficiency and practical ease.

This document focuses specifically on the IT systems of the Shire of Cuballing.

The Shire's intention is to ensure the organisation's practices fall in line with the Office of the Auditor General, as shown in the OAG Report 23, tabled on 12 May 2021.

1.2. Definitions

For ease of reference and understanding the main terms used in this document and their meanings are provided:

consequence means the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

disaster means any even that creates a potential inability on an organisation's part to provide critical business functions for some predetermined period.

event means an incident or situation, which occurs in a particular place during a particular interval of time.

likelihood is used as a qualitative description of probability and frequency.

loss means any negative consequence, financial or otherwise.

probability means the likelihood of a specific outcome, measured by the ration of specific outcomes to the total number of possible outcomes.

risk means the change of something happening that will have an impact upon the Shire of Cuballing objectives. It is measured in terms of consequences and likelihood.

risk assessment means the objective process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards and other criteria.

risk management means the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.

1.3. Purpose

This document delineates the policies and procedures for technology disaster recovery, as well as the process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarises the recommended procedures. The mission is to ensure information system uptime, data integrity and availability, and business continuity.

1.4. Scope

This document covers the Shire of Cuballing's IT System and its framework.

1.5. Key Personnel Contact Information

Information Technology at the Shire is managed by the Deputy Chief Executive Officer with assistance from the Administration Officer. Market Creations, IT Vision, Wallis Computer Solutions and CouncilFirst are contracted by the Shire for additional IT services.

The IT area currently consists of the following members:

Team Member	Position	Telephone
1. Narelle Rowe	Deputy Chief Executive Officer	0498 836 868
2. Claire Jordan	Administration Officer	08 9883 6031
3. Market Creations	Contracted Company	(08) 9920 8500
4. Wallis Computer Solutions	Contracted Company	(08) 9861 1803
5. IT Vision	Contracted Company	1300 042 669
6. CouncilFirst Records	Contracted Company	0414 744 284

2. Planning

2.1. Plan Updates

It is necessary for the disaster recovery plan updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalised change control procedures under the control of the Administration Officer, approved by the Deputy Chief Executive Officer.

2.2. Plan Documentation

Copies of this Plan, essential media, and hard copies will be stored in secure locations to be defined by the organisation. A hard copy of this plan is to be filed in keyword for Council filing system.

A copy of this Plan will be sent to the Executive Management Team.

Supporting IT related information and documentation will be stored on the CouncilFirst Records/Strategic Planning & Reporting/IT Disaster Recovery Plan.

2.3. Backup Strategies

Key technologies and the agreed backup strategy for each are listed below. Incremental file replication is undertaken on a daily basis, with a full onsite server and offsite server backup undertaken each week.

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
Servers	Backed up using Datto Siris Professional Onsite & Offsite.	A server is a piece of computer hardware and software combined which provides functionality for other programs and devices. The Shire uses a physical host with multiple virtual servers configured. These servers are being backed up every night incrementally and over the weekend a full backup occurred.
Storage (SAN)	Backed up using Datto.	Onsite backup, and a cloud backup occur using Datto
Data Volumes	Backed up using Datto.	The Shire is using Datto Siris Hardware appliance with 2000GB of Local Storage and unlimited Cloud Storage.
Databases (SQL)	Backed up using Datto.	2TB Backup appliance
Web servers (IIS)	Included in server snapshots.	
Phone systems	Commander PBX	The Shire of Cuballing uses the Commander PBX for its telephony system.
Web Site	Maintained by Market Creations.	The Shire website was designed and currently hosted by Market Creations. Market Creations are responsible to host the website.

Wallis Computer Solutions provides the Shire of Cuballing with an additional cloud-based backup server, utilising the existing Datto backup solution. This is taken from the existing backup server located onsite at the Administration building and is replicated on Wallis Computer Solutions' cloud environment assigned to the Shire of Cuballing.

Although the Datto backup solution provides a sufficient cloud-based backup system, it should be noted that the organisation is required to take any necessary precautions in the instance of malfunction or loss of data that affects the system.

2.4. Emergency Contacts

The following table provides contact information for the *IT Disaster Response and Recovery Team (ITDRRT)*. These staff members should be contacted whenever IT systems are affected in an emergency situation.

Team Member	Position	Name	Telephone
1. Emergency Manager: first call	CEO	Stan Scott	0427 836 031
1 Emergency Manager: second call relief	DCEO	Narelle Rowe	0498 836 868
2 Emergency Manager: third call relief	MWS	Bruce Brennan	0427 836 063
3 IT Disaster Recovery Coordinator	IT Officer	Narelle Rowe	0498 836 868
4 Assistant IT Disaster Recovery Coordinator	Administration Officer	Claire Jordan	0427 493 336
5 Emergency Recovery Team	Contracted Company	Wallis Computer Solutions	(08) 9661 1803

2.5. Responsibilities

The Emergency Manager is responsible for managing the overall response to an emergency, assessing potential hazards, and liaising with the emergency services.

The IT Disaster Recovery Coordinator has overall responsibility for the IT Disaster Recovery Plan and taking hands-on responsibility for recovery operations. Specific responsibilities of the IT Disaster Recovery Coordinator are:

- Establish facilities for an emergency level of service within 2 business hours.
- Restore key business services within 8 business hours of the incident.
- Recover to 'business as usual' within IT systems within 3 business days after the incident.
- Coordinate activities with the Emergency Recovery Team.
- Report to the Crisis Management Team.

The Assistant IT Disaster Recovery Coordinator shall provide assistance with disaster recovery functions and act as the IT Disaster Recovery Coordinator in the absence of the IT Officer.

The function of the ITDRRT is to provide logistical support, and assistance with disaster recovery operations as directed by the IT Disaster Recovery Coordinator.

The time taken for data to be extracted from the cloud-based server, located on the premises of Wallis Computer Solutions, is eight (8) hours.

Decisions made by the ITDRRT are to be documented in the form outlined in [Appendix 1: Event Log](#). This document will direct future decisions made by the ITDRRT, based on past actions and outcomes during the crisis.

3. Risk Assessment

3.1. Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business processes. A wide range of potential threats have been considered. Each potential environmental disaster or emergency situation has been examined.

3.2. Risk Management Process

The process used to identify and evaluate major risks is based on the Australian/New Zealand Standard AS/NZS 31000:2018, *Risk Management*. This Standard requires the following steps:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Treat the risks
- Monitor and review
- Continual communication and consultation
- Pest or vermin infestations

3.3. Level of Risk

The organisation measures its risk appetite through the following, detailed in [Appendix 2: Shire of Cuballing Risk Appetite](#):

- Measures of Consequence: Measures a range of factors within any given circumstance, with a rating between 1 (Insignificant) and 5 (Extreme). Factors measured include people, interruption to service, reputation (social/community), compliance, property (plant, equipment, buildings) natural environment, financial impact and project (time and cost).
- Measures of Likelihood: Attributes the significance of an event with a numerical system, and the likelihood of a particular event occurring at any given time.
- Risk Matrix: Combines the 'Measure of Likelihood' with the severity of the event, to determine the consequence likelihood and the extremity of the event.

The Shire has defined its tolerance to risk, and its risk appetites, through the development and endorsement of the Shire's Risk Management Strategy. Organisational risks are assessed according to risk assessment and appetite to allow consistency and informed decision making in accordance with Shire of Cuballing Risk Management Policy 11.4.

4. Scenario-Specific Checklists

4.1. Scenario 1: Destruction or Severe Damage of Server

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify timeframes for the backup server to be operational and implemented • Identify other staff able to assist the IT Department • Determine restoration target timeframes • Determine potential causes 		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • Critical activities that rely on this system • Time critical work functions • System requirements • Manual procedures or workarounds to complete critical time-sensitive business functions • Any risk implications 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Consider the support and wellbeing of the IT Team and staff members who are directed to assist</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4.2. Scenario 2: Computer Virus / Hacking

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes 		
<p>Contact Cybersecurity Authorities to inform them of the security breach:</p>		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • What systems have been compromised? • Is personal information and data of employees at risk? • Alternative work system requirements for staff members • Is there an ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Consider the support and wellbeing of the IT Team and staff members who are directed to assist</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4.3. Scenario 3: Accidental Erasure of Data

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes • Determine retrievable data 		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • The extent of the data loss • How did the data get erased? • What measures can be implemented to avoid the occurrence into the future? • Is there any ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Consider the support and wellbeing of the IT Team and staff members who are directed to assist</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

5. Emergency Response

5.1. Emergency Alert, Escalation and Disaster Recovery Plan Activation

This document has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The disaster recovery plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve the technology and business recovery. Suppliers of critical equipment and services will continue to support recovery of business operations as the organisation returns to normal operating mode.

5.1.1 Emergency Alert

The Crisis Management Team, as detailed in point 2.4, is responsible for activating the disaster recovery plan for disasters, as well as in the event of any other occurrence that affects the company's capability to perform normally.

One of the tasks during the early stages of the emergency is to notify the ITDRRT that an emergency has occurred. The notification will request ITDRRT members to assemble at the emergency assembly point, determined by the Crisis Management Team, and will involve sufficient information to be available to effectively carry out the disaster recovery plan.

5.1.2 Activation of Emergency Response Team

When an incident occurs the IT Officer, being the IT Disaster Recovery Coordinator, will co-ordinate and work with the ITDRRT. The Crisis Management Team will then decide the extent to which the disaster recovery plan must be invoked. Responsibilities of the Crisis Management Team are to:

- Respond immediately to a potential disaster and contact emergency services;
- Assess the extent of the disaster and its impact on the organisation's business functions and service provisions;
- Decide which elements of the disaster recovery plan should be activated;
- Establish and manage disaster recovery team to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

5.1.3 IT Disaster Recovery Team

The team will be contacted and assembled by the Crisis Management Team. The responsibilities of the ITDRRT include:

- Establish facilities for an emergency level of service within 8 business hours.
- Restore key business services within 2 business days of the incident.
- Recover to 'business as usual' within IT systems within 3 business days after the incident.
- Coordinate activities with the Emergency Recovery Team.
- Report to the Crisis Management Team.

If the disaster occurs outside of normal operating hours the Emergency Manager should be contacted.

5.2 Budget Approval

The following personnel have purchasing authority thresholds, which can be utilised in an IT-related disaster:

1. Executive Management – Up to \$20,000
2. Chief Executive Officer – Whole Budget

In the instance that the Administration building is lost and a full relocation is required, the Executive Management and Chief Executive Officer are required to approve the expenditure to procure IT infrastructure to allow staff to work.

The Local Government Act section 6.8(1)(c) gives the Shire President the capacity to authorise expenditure of up to \$5,000 from the municipal fund that is not included in the annual budget, in an emergency. A special meeting of Council can authorise unbudgeted expenditure.

6. Disaster Recovery Plan Recovery Methodology

In the event of an IT system failure, the IT Officer will usually be aware, or quickly notified by the Executive Manager. From there, the IT Officer will make a plan to recover the affected system within the recovery time objective (RTO) as defined in section 6.

If the event is a major outage which affects the building and its ability to service, the IT Officer will activate the Plan once services are restored. Each backup by Wallis Computer Solutions cloud-based system is performed on a daily basis. Data uploaded between the time of the last performed backup and the major outage of the Shire system will be lost, due to this data only being uploaded to the server during each backup performed.

Key decisions that need to be made by the Crisis Management Team include staff working remotely or the need to relocate to the disaster recovery site.

6.1. Loss of Facility

In the event that the Administration building and or server room assets are non-recoverable (e.g. fire outbreak), operation systems will be resurrected using the cloud-based server located at the premises of Wallis Computer Solutions. Data uploaded or downloaded between the event and the last backup performed (the previous night) will not be recoverable.

Wallis Computer Solutions will be contacted to ensure the cloud-based backup server is working at full capacity, with the Shire's systems expected to be running within eight (8) business hours. Setup of IT infrastructure at an alternative site, such as the Cuballing CWA Hall, will commence at the coordination of the IT Disaster Recovery Coordinator.

6.2. Loss of Power

As the Administration Office is officially recognised as the primary Incident Control Centre for the organisation, the Shire owns a 25Kva generator, on a trailer, stored at the Shire Depot on Austral Street available in the event of a loss of power. The generator has sufficient capacity to power all of the normal operations of the Administration Office in the event that traditional power is unavailable.

Normal operations can be defined as: operating all computers; lighting; communications; heating and cooling; all of which is required to maintain the facility as an Incident Control Centre.

In the event of a predicted or prolonged power outage, the generator should be towed to the external meter board of the Shire Administration Office with an expected setup time of less than 30 minutes.

7. Recovery Plan

The below table identifies time-critical IT functions (Recovery Time Objective) and the given timeframe to complete this.

Recovery Time Objective: < 8 Hours
<p>The Shire's email uses Office 365, which will be active within the first eight (8) hours and can be used to communicate via email. This can be setup on staff members' mobile phones.</p> <p>The CEO, Executive Managers' and Managers' mobile phones run through the Telstra network. This network will be active within the first four (4) hours of a disaster, provided the telecommunications network has not been affected by the disaster.</p> <p>The Shire's telephony system is a Commander system, the desk phones can be connected to any phone socket via a phone cable to commence being operational (alternatively phones can be redirected to mobile devices by the IT Officer).</p> <p>The Shire's website is hosted by Market Creations, and will be active within the timeframe, allowing the organisation's external stakeholders, such as ratepayers, to effectively lodge any works requests required.</p>

Recovery Time Objective: 2 Days
<p>The Shire of Cuballing staff workstations, including desktops and laptops, can be set up at an alternate premises (ie the Cuballing CWA Hall).</p> <p>If the Administration internet capabilities are affected, this will affect the connectivity of the, Shire Depot, due to each location utilising the same internet connection through a wireless link. Should this occur, external internet connectivity can be setup through Telstra Wi-Fi dongles, or through mobile hot-spot.</p> <p>Once connectivity is operational, the Shire can contact Wallis Computer Solutions and remotely login to the cloud-based server. This will provide access to SynergySoft software for modules such as rates, payroll, creditors, records management etc.</p> <p>Traffic licencing is running independently of the Shire Network and can be accessed by calling Department of Transport IT Support remotely.</p>

Recovery Time Objective: 3 Days
<p>All vital systems, such as telecommunications, website and workstations to be fully functional by this stage. The IT disaster recovery plan specifies the maintenance and support of IT infrastructure to be operational within one (1) day of any disaster.</p>

8. IT System Information

8.1. Onsite Server

The onsite server is located in a lockable cabinet located in a designated locked server room which is located within the Administration building of the Shire. The staff members with access to the server room include the IT Officer, and Executive Management Team. The server room remains locked in order to strictly monitor staff who access it.

The onsite server undergoes the backup process on a daily basis. Incremental backups occur every evening starting at 6PM. A full backup replication occurs on weekends.

8.2. Offsite Server

The offsite server, which is a cloud-based server hosted by Wallis Computer Solutions, is located at a remote datacentre, operated by Wallis Computer Solutions. The offsite server undergoes an incremental backup on a daily basis, beginning at 5.20PM. A full backup replication occurs on weekends, beginning at 8.20PM.

8.3. Internet Connectivity

The Shire of Cuballing's primary internet connection is via Telstra Enterprise Ethernet Fibre Service. And is installed in the Administration Building and provides services for the Administration Building, Depot and CWA areas. This is a Telstra Enterprise grade product and 4HR SLA with a 200/200 Mbps Fibre Service.

A NBN Fixed Wireless 75/10Mbps service, without SLA, that was the previous primary connection. This service is currently running in load balancing mode with the new Telstra Fibre Service.

There is also a 4G MaaS Teltonika Failover 4G Managed Router that is configured for failover if there is an outage with either the Telstra Fibre or Aussie Broadband NBN service.

8.4. Emails

The organisation uses the Office 365 for its email system, which is hosted externally by Microsoft. Emails undergo backup regulation by Microsoft, and can be accessible immediately following a disaster that affects the organisation.

8.5. Phone System

The organisation currently uses a Commander telephony system, hosted by Telstra. The Shire's phone system is independent from the network, however is dependent on external power. Should there be a loss of power, the telephony system cannot work.

8.6. Desktop PCs & Laptops

Office-bound staff members are provided either with laptops or desktop PCs to carry out their daily operational requirements. In the event of a disaster, this equipment can be moved to an alternative location decided upon by the Crisis Management Team.

8.7. Printers / Scanners

The organisation holds one locally contracted RICOH copier through Best Office Systems, which is configured to work on the existing network. Should the network be affected by the disaster, network capabilities will be set up in the alternative location decided upon by the Crisis Management Team.

8.8. SynergySoft Information

SynergySoft is hosted locally in the Shire of Cuballing's server and supported by IT Vision. SynergySoft is the system used by the organisation to carry out its business functions daily, which includes numerous modules for separate areas of practice (e.g. payroll, rates, creditors).

Once connectivity is operational, the Shire can contact Wallis Computer Solutions and remotely login to the cloud-based server. This will provide access to SynergySoft software for modules (such as rates, payroll, creditors, etc.).

Department of Transport licencing is running independently of the Shire Network and can be accessed by calling Department of Transport IT Support remotely.

8.9. Electronic Document Records Management System (EDMRS)

The CouncilFirst EDMRS uses a Sharepoint platform which is cloud based on the Microsoft Azure cloud hosting service. Records are accessed via a web browser and backed up in real time. There should be no data loss from any local disaster.

8.10 Office 365

Office 365 is a subscription service provided by Microsoft. The organisation is using Microsoft Office 365 for email services, which is hosted in the cloud.

The Business Premium & Business Standard M365 licences for email exchange enables Shire staff to download and install the Office365 Suite (Outlook, Word, Excel, PowerPoint, OneNote, MS Teams) onto their desktops and the ability to access emails through any internet browser portal. Each user is provided with 50GB of mailbox size and 1TB of OneDrive for Business cloud storage space.

8.11. Passwords and Access

Each staff member is responsible for their own password and for keeping the password protected.

Should staff require their password to be reset Wallis Computer Solutions can provide that service.

Wallis Computer Solutions have their own administration password to gain access to the server, network, Office 365, Datto, and backup.

8.12 Equipment Requirements.

The cumulative quantities of office equipment, divided into each department, is shown below:

Shire of Cuballing Details	Cumulative quantities required within					
	Current	1 day	3 days	5 days	10 days	20 days
Office Equipment requirements:						
Administration Office						
Staffing	7	5	5	6	7	7
Desktop PC	3	1	2	3	3	3
Laptops	6	3	3	4	5	6
Phones / Mobiles	7	2	3	4	6	7
Works Department						
Staffing	13	5	10	13	13	13
Desktop PC	2	0	1	1	2	2
Laptops	0	0	0	0	0	0
Phones / Mobiles	3	3	3	3	3	3
Cumulative:						
Staffing	20	10	15	19	20	20
Desktop PC	5	1	3	4	5	5
Laptops	6	3	3	4	5	6
Phones / Mobiles	10	5	5	7	9	10

9. Reviewing the Disaster Recovery Plan

This *Disaster Recovery Plan* should be reviewed and updated on a biennial basis due to the likelihood of change to risks and the dynamics of this plan over time.

Subsequent to the occurrence of an actual disaster event, it will be necessary to document the disaster in a formal report for management. A report is also needed to support an insurance claim by the Shire of Cuballing which can either be prepared as a separate document or the expenses incurred in the recovery efforts can be included as an appendix to this report.

A review undertaken following an actual disaster event should include an analysis of the following:

- A description of the disaster event including an explanation of how the disaster happened and whether it was preventable;
- The effectiveness of the existing counter-disaster measures;
- A summary of how the Shire of Cuballing responded to the disaster and an assessment of the effectiveness of this response;
- An assessment of the impact of the disaster on the Shire of Cuballing's IT systems;
- A description of any damage to buildings and equipment;
- An assessment of the effectiveness of supplies and hired equipment used in the recovery effort;
- An outline of any difficulties that were encountered during the recovery efforts;
- An assessment of the standard of cooperation and communication between all offices involved in the response to the disaster and of the ability of staff to perform their respective functions;
- An outline of occupational safety and health issues; and
- An assessment of the performance of outside agencies and consultants if they were involved.

Appendices should include photographs of the disaster and a detailed list of all expenses incurred in recovery operations (for insurance purposes).

Appendix 2: Shire of Cuballing Risk Appetite

Measures of Likelihood

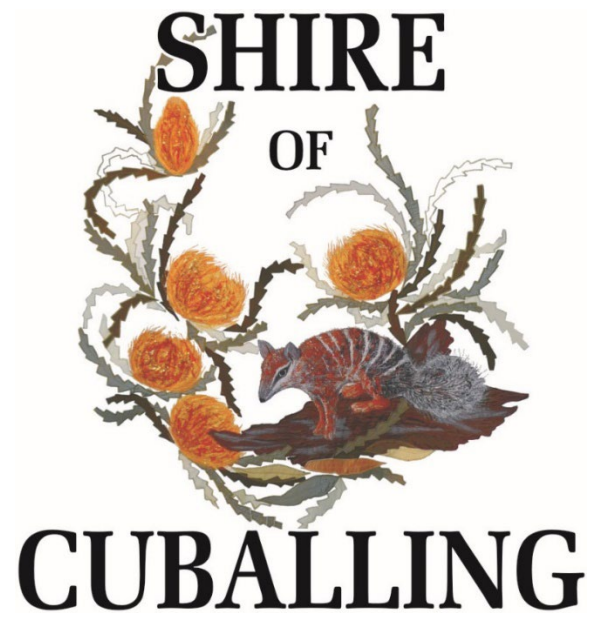
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances.	More than once per year.
4	Likely	The event will probably occur in most circumstances.	At least once per year.
3	Possible	The event should occur at some time.	At least once in 3 years.
2	Unlikely	The event could occur at some time.	At least once in 10 years.
1	Rare	The event may only occur in exceptional circumstances.	At least once in 15 years.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Measures of Consequence

Rating	People	Interruption to Service	Reputation (Social / Community)	Compliance	Property (Plant, Equipment, Buildings)	Natural Environment	Financial Impact
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated localised low impact on community trust, low profile or no media item	No noticeable or regulatory statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$1,000
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,001 - \$25,000
Moderate (3)	Medical treatment / lost time injury >10 days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000
Major (4)	Lost time injury >30 days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage to requiring internal & external resources to rectify	Uncontained, reversible impact management by a coordinated response from external agencies	\$100,001 - \$500,000
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread media profile, third party actions	Non-compliance results in litigation, criminal charges, or significant damages or penalties to Shire/Officer	Extensive damage required prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000



Risk Management Strategy

Adopted:

RISK MANAGEMENT STRATEGY

1.1 Introduction

The Risk Management Strategy (Strategy) aims to support an integrated and effective approach to risk management to ensure an organisation-wide approach to risk management, with the aim of value creation and protection, in accordance with the Shire of Cuballing Risk Management Policy. This includes consistent assessment of risks including risk mitigation activities from a top down perspective, as well as bottom up, through operational processes and procedures.

The Shire has implemented a structured approach to risk management based on, Australian / New Zealand International Standard for Risk Management – Guidelines ISO 31000:2018. This will assist the Shire work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, whilst conveying to all elected members, employees and contractors;
- Promoting and conveying value of risk management across the Shire;
- Encouraging methodical monitoring of risks; and • Ensuring the Risk Management Strategy remains relevant to and considers the context of the organisation.

The key objectives of the Strategy are to:

- Ensure consistent and systematic approach to risk management through decision-making and corporate planning, contributing toward an effective and efficient risk management culture over time;
- Provide tools to assist management with risk identification and articulation of risks to enable appropriate risk mitigation strategies; and
- Supports the overall governance framework through integration of corporate culture, internal controls, policies and procedures (“internal control environment”) and management oversight.

The Strategy has been developed with input and review from Senior Staff and the Audit Committee.

RISK MANAGEMENT STRATEGY

1.2 Risk Management – Principles, Framework and Process

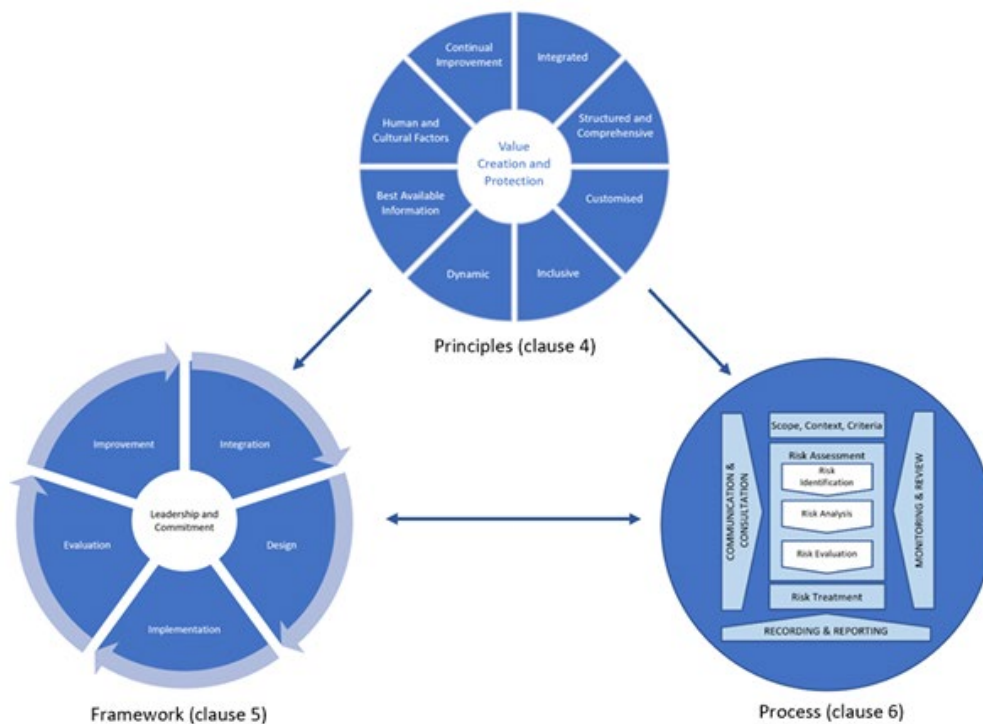
ISO 31000:2018 provides guidance on the development of a risk management approach, designed to be tailored to best apply to any organisation and its requirements. This Strategy has been developed using the Principles, Framework and Process as outlined within ISO 31000:2018.

The diagram below demonstrates the relationship between each component of the Risk Management Strategy, with the Principles forming the foundation of the Strategy. The Principles describe the features to be utilised and influence the Framework and Process elements.

The Framework component of the Strategy is intended to facilitate integration of risk management throughout the Shire, through commitment from leadership to risk management practices. Any gaps identified through analysis of existing practices will be remedied through the application of the Framework and will inform the Process component.

The Risk Management Process is to be designed and tailored to align best to the Shire's structure, resources and practices. The Risk Process is iterative, consisting of Risk Assessment, Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment, Communication and Consultation, Recording and Reporting along with Monitoring and Review, as noted in the below diagram. The process component of the Strategy draws on both the Framework and the Principles in its application to managing risk.

High Level Overview of Strategy



Source: Australia/New Zealand Standard ISO 31000:2018

RISK MANAGEMENT STRATEGY

1.3 Risk Management Policy

The Shire's Risk Management Policy 11.4 states the mandate and commitment including roles and responsibilities of Council and all staff: "To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Cuballing facilitating value creation and protection." The Risk Management Policy must be read and understood in conjunction with this Strategy.

1.4 Risk Management Principles

In accordance with ISO 31000:2018, the following key principles provide necessary guidance and methodology when implementing a structured risk management process.

Human and cultural factors: Risk culture is created from visible leadership and commitment in embedding a risk mindset. All elected members and employees have responsibility for managing risk.

Risk management should be a part of, and not separate from, the Shire's purpose, governance, leadership and commitment, strategy, objectives and operations.

Structured and comprehensive: Refers to the risk management process which encompasses:

- Risk identification, assessment and treatment;
- Risk monitoring and review; and
- Risk reporting and communication.

Inclusive accountability and transparency: Leadership to assign clear roles and responsibilities for staff, external stakeholders and decision makers to ensure risk management remains relevant and upto-date, and is based on informed choices and agreed priorities.

Integrated: Managing risks should create and protect value by contributing to the achievement of objectives as included in the Strategic Community Plan and Corporate Business Plan (Plan for the Future), as well as project outcomes and improving Shire performance as an integrated activity within existing processes.

Customised to Shire risk profile: Recognises the Shire's external and internal influences and challenges, due to its geographical location and community needs.

Dynamic: Risks needs to be managed in a dynamic, iterative and responsive manner.

Continuous improvement: Developing a more risk aware workforce will result in operational processes which take into account risk considerations and enable processes and decision making to improve over time.

Best available information: Risk management is reliant on use of the best available information at any given point in time.

RISK MANAGEMENT STRATEGY

1.5 Risk Management Framework

The impact of risk management efforts is highly dependent upon the integration of risk management throughout the Shire. The Risk Management Framework is designed to assist with facilitating high level of integration across activities, practices and functions of the Shire.

Details of each stage within the framework are:

Integration

- Integrate risk management into Shire processes and structure. All elected members and employees are responsible for managing risk.

Design the Strategy

- Understand the organisation and its context;
- Establish and adopt Risk Management Policy;
- Establish roles, responsibilities and accountabilities;
- Allocate resources; and
- Establish internal and external communication and reporting mechanisms.

Implement the Strategy

- Develop Risk Management Plan;
- Engage stakeholders to convey the purpose and importance of the Strategy and Plan;
- Implement corporate risk management processes in all activities throughout the Shire, particularly decision making processes; and
- Identify changes in the internal and external context, as well as identifying emerging risks or changed risk conditions.

Evaluate the Strategy

- Regularly assess the purpose, objectives, and outcomes of the Strategy against actual risk management practices; and
- Consider the suitability and application of the Strategy to the Shire's operations and activities.

Continuous Improvement

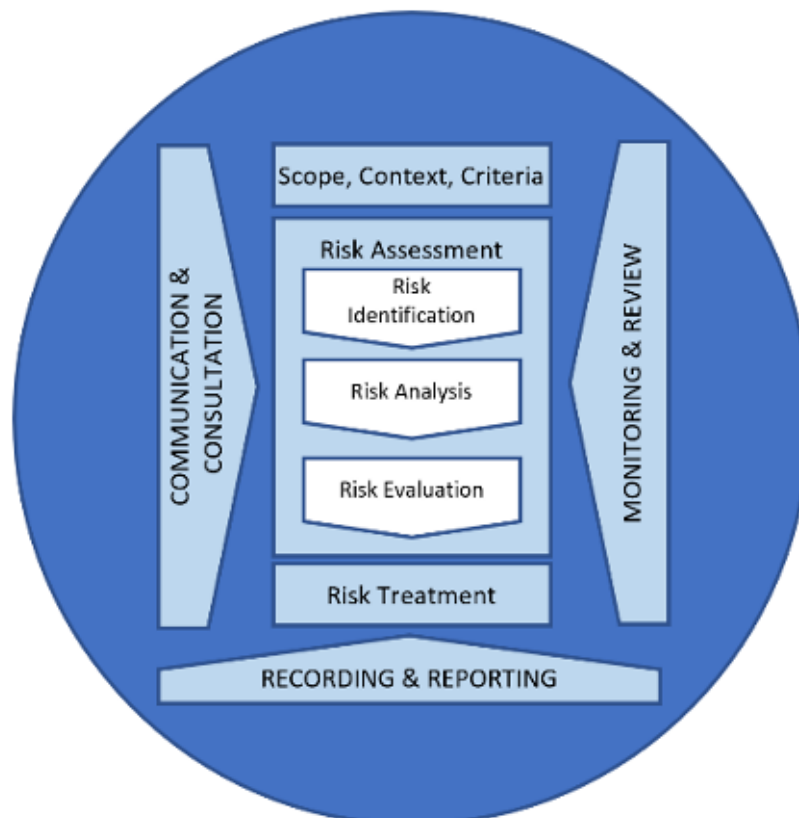
- As gaps or improvement opportunities are identified from risk processes, continuously refine the Framework and the way the process is integrated; and
- Develop plans and tasks and assign them to those accountable for implementation.

RISK MANAGEMENT STRATEGY

1.6 Risk Management Process

The risk management process can be delivered in many different ways. It should play a pivotal role in management of the Shire and decision making, unified with the general operations, practices, procedures and the structure of the Shire. Applications of the risk management process should be tailored to best work with the structure and context of the Shire and draw on the risk principles as defined in Section 1.4, with appropriate consideration afforded to maintaining the dynamic nature of the process, continual processes/practices.

Given the highly dynamic and variable nature of the risk management process, the general approach by the Shire is to articulate and develop details relating to risk management processes within operational procedures, to best communicate the applicable elements of the process throughout the organisation. Development of these procedures will also enable appropriate feedback to be sought from stakeholders and implemented into decision making processes.



Source: Australia/New Zealand ISO31000:2018

RISK MANAGEMENT STRATEGY

1.7 Risk Management Process – Communication and Consultation

Communication and consultation are important elements of the risk management process. These elements promote a better understanding of risk across the Shire and convey the purpose behind actions occurring or required.

An effective risk management process relies on regular communication and consultation, both upward to leadership and downward from leadership and senior staff, involving risk owners, Shire management, Audit Committee and Council.

The main objectives of risk communication and consultation are to:

- Provide information for decision making (relevance of information is dependent on currency);
- Utilise expertise from across the organisation in the course of carrying out risk management activities; and
- Facilitate an inclusive and empowered culture across the Shire in relation to risk management.

Communication of newly identified, untreated high level risks will be as follows:

Risk Context	Purpose	Reporting to:
Strategic	Emerging risks or existing risks which impact on the Council's ability to deliver on its strategic objectives.	CEO/Council
Operating	Risks identified from operational activities which need to be addressed, reported and monitored until effectively treated to an acceptable risk tolerance.	CEO
Projects	Risks identified from capital or infrastructure projects which impact on the project deliverables above the Council's acceptable risk tolerance.	CEO
Consolidated Risk Summary	For Executive Management – summary of high level risks and above items to inform Audit Committee & Council of risk treatments.	Audit Committee/Council

In line with the multi-directional approach to risk consultation it is equally important for newly identified untreated risk to be communicated from Council to the Executive.

Each level of management must communicate risks as they become aware of them, to relevant staff at the level directly above and below them, who must in turn communicate the risks to the next level above or below.

Communication and consultation of medium and higher risks should be through a documented process. Lower level risks may be communicated verbally.

RISK MANAGEMENT STRATEGY

1.8 Risk Management Process – Risk Categories / Risk Themes

The purpose of risk categories and/or risk themes is to group similar risks under the appropriate risk category. The use of standard risk categories enables:

- Structured process for staff to identify and capture risks; and
- Reporting of risks by risk type, providing focus areas requiring risk mitigation, especially where similar risks are identified across functional areas and/or by different stakeholders.

The Shire's risk categories/themes should be continually reviewed to ensure relevance in current environment.

Examples of risk categories within the local government sector include:

1. Performance: ability to achieve key objectives, within current resources, potential loss of infrastructure;
2. Financial: loss of assets, impact on annual revenues or costs, external audit issues, mismanagement of funds;
3. Environmental Risk: harm to the environment;
4. Reputational Damage: adverse publicity;
5. Service Delivery/Business Interruption: loss of service, disruption in business processes or impact to service delivery (including through lack of skilled resources); and
6. Legislative / Regulatory / Policy / Occupational Safety and Health: misconduct, injury, failure to meet statutory, regulatory or compliance requirements.

Risk categories will be defined in the initial establishment of risk registers and should be dynamic to reflect the current environment.

RISK MANAGEMENT STRATEGY

1.9 Risk Management Process – Risk Tolerance / Risk Appetite

Risk tolerance or risk appetite can be defined as the amount and type of risk the Shire is willing to take in order to meet its strategic objectives. Given the characteristic risk profile of local governments, it is important the Elected Members and CEO understand and consider this relatively low appetite for risk when evaluating major decisions. To facilitate meaningful analysis of the Shire's risk exposures, one role of the Council is to constructively challenge management's proposals from a risk perspective.

As risk management processes mature, a risk appetite matrix which pre-defines types of risk and quantifies them in a structured manner will help ensure the Shire's strategic objectives are effectively planned and managed. It enables articulation of specific actions/practices, i.e. the Shire does not tolerate any risk of breaches to regulatory obligations or legislative requirements. This assists staff understanding of how their day to day risk management activities contribute towards the Shire's risk culture and risk profile.

Understanding risk appetite helps determine the level of acceptable/unacceptable risk and the extent to which additional controls are required to treat risk. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and procedures in order to maintain the organisation's reputation and to protect public funds from loss or misappropriation.

The appetite for risk in relation to service delivery, finance, health, safety and the environment is considered 'low to medium', requiring treatment with effective controls. Where the level of risk is considered 'high' or 'extreme', additional controls are required to reduce the risk level. In circumstances where the level of risk cannot be reduced below 'high', close monitoring of risk controls is required to ensure the relevant internal controls remain effective. In cases of medium to high risk, the Shire will mitigate the risk by taking out insurance where possible.

RISK MANAGEMENT STRATEGY

Documentation to support risk management process

Documentation of medium and high level risks is best undertaken through the use of a risk register. Maintenance of risk registers demonstrates an active and evidentiary risk management process within the Shire.

The following provides guidance for documentation of risk registers:

- All elected members and employees have responsibilities to identify, assess, evaluate and treat risks in their day to day activities; risks assessed as being mitigated to an acceptable level through operating controls or risk treatments by eliminating the risk are deemed to be effectively addressed and do not require documenting;
- Risks which require further actions or treatment by more senior officers before they are within the acceptable risk tolerance must be documented in the risk register to enable effective communication and monitoring; and
- Any risks deemed to be rated High or Extreme and unable to be immediately treated to an acceptable level, must be escalated to the CEO immediately for further escalation to the Audit Committee and/or Council, where unable to be adequately treated by the CEO within the constraints of the annual budget. These risks must also be recorded in the risk register.

Assurance activities for risks mitigated through operational and/or financial controls

The Shire has the following governance activities to ensure controls required for risk mitigation are operating as intended:

- Completion of mandatory returns as required by legislation;
- Routine independent verification of operating controls, systems and procedures;
- External audit of financial statements; and
- Via Code of Conduct, Council policies and work procedures.

The following pages contain tools and guidance useful in the implementation of this Strategy.

- Table 1: Roles & Responsibilities
- Table 2: Risk Ratings
- Table 3: Matrix Assessment
- Table 4: Likelihood Rating
- Table 5: Risk Response

Table 1: Roles and Responsibilities

Role	Responsibilities
Council	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> • Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy in a timely manner as required. • Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives. • Supports the allocation of funds / resources to treat risks as required.
Audit Committee	<ul style="list-style-type: none"> • Requests and reviews reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s). • Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate. • Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).
Executive	<ul style="list-style-type: none"> • Creates an environment where staff are responsible for and actively involved in managing risk. • Oversight of the Shire's Risk Management Strategy. • Maintain and implement the Risk Management Strategy. • Ensures a consistent risk management approach is embedded in the operations and processes of the Shire. • Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire. • Monitors the strategic and operational risk management performance. • Reviews the Shire's Risk Summary Report prior to submission to the Audit & Risk Committee.
Staff	<ul style="list-style-type: none"> • Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management. • Alert and bring to management's attention, the risks existing within their area. • Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.

RISK MANAGEMENT STRATEGY

Table 2: Consequence Ratings

Description	Performance	Financial	Environment	Reputation	Service Delivery / Business Disruption	Legislative / Regulatory / Policy / OSH
CATASTROPHIC	Unable to achieve key objectives. External resources required. Ongoing loss of critical infrastructure.	>15% of asset value. Adverse >15% deviation from budget. Audit unable to be completed.	Catastrophic long term environmental harm.	Significant damage to public confidence leading to sustained compromise in the achievement of strategic objectives.	Major, including several important areas of service and/or a protracted period. Ongoing loss of business systems.	Criminal instances of regulatory non-compliance. Extreme breaches of Code of Conduct. Personal details compromised / revealed – all. Death.
MAJOR	Major impact on ability to achieve key objectives. Impact cannot be managed with current allocated resources. Long-term loss of critical infrastructure.	5%-15% of asset value. Adverse 5%→15% deviation from budget. Audit qualification on the report and accounts.	Significant long-term environmental harm.	Local publicity of a major and persistent nature, affecting the perception/ standing within the community.	Complete loss of an important service area for a short period. Major disruption to business processes.	Major revenue or cost implications. Individuals at risk of harm. Significant breaches of Code of Conduct. Personal details compromised / revealed – many. Multiple serious injuries.
MODERATE	Moderate impact on ability to achieve key objectives. Significant adjustment to resource allocation. Loss of support infrastructure.	2%-5% of asset value. Adverse 2%→5% deviation from budget. Management letter contains significant issues.	Significant short-term environmental harm.	Damage to reputation to a specific audience, may not have significant long-term or community effects.	Major effect to an important service area for a short period, brief impact on multiple areas. Moderate disruption to business processes.	Minor revenue or cost implications. Breach of Code of Conduct. Personal details compromised / revealed – some. Serious injury and/or illness.
MINOR	Minor impact on ability to achieve key objectives. Additional internal management efforts required. Interruption to support infrastructure.	< 2 of asset value. Adverse impact on revenues and costs <2% deviation from budget. Management letter contains minor issues.	Minor transient environmental harm.	Minor damage to reputation to a small audience, complaint from a large group of people.	Brief disruption of important service area. Noticeable effect to non-crucial service area. Minor disruption to business processes.	Minor breaches of Code of Conduct. Personal details compromised / revealed – isolated. First aid or minor lost time injury.
INSIGNIFICANT	Negligible impact on ability to achieve key objectives. Impact can be managed through routine activities. Negligible interruption to support infrastructure.	Insignificant loss. Insignificant adverse impact on annual revenue or costs. Matters discussed with management not reported.	Negligible transient environmental harm.	Minor unsubstantiated publicity or damage to reputation to a small audience, complaint from individual/small group.	Negligible impact on the effectiveness of the organisation's processes. Negligible disruption to business processes.	Little or no impact to Code of Conduct. Personal details compromised / revealed - an individual's. Incident with or without minor injury.

RISK MANAGEMENT STRATEGY

Table 3: Risk Matrix

	CONSEQUENCE				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	Medium	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	Medium	Medium	High	High	Extreme/Exceptional
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Very low	Low	Low	Medium	Medium

Table 4: Likelihood Rating

Likelihood	Definition	Frequency of Noted Occurrences	Score
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year	5
Likely	Occurrence is noticeable or is likely to occur. An opportunity that has been explored and may be achievable.	At least once per year	4
Possible	Occurs occasionally or may occur. Possible opportunity identified.	At least once in 5 years	3
Unlikely	Occurs infrequently or is not likely to occur. Opportunity that is fairly unlikely to happen.	At least once in 10 years	2
Rare	Only occurs in exceptional circumstances. Opportunity that is very unlikely to happen.	Less than once in 20 years	1

Table 5: Risk Response

Risk	Action Required
Extreme/Exceptional	Immediate corrective action
High	Prioritised action required
Medium	Planned action required
Low	Planned action required
Very low	Manage by routine procedures

RISK MANAGEMENT STRATEGY

Date approved:	
Responsible officer:	CEO
Endorsed By:	Audit Committee
Approved By:	Council
Next review:	

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Application for Telecommunications Infrastructure – 213 Schoolars Road, Cuballing

Location:	213 Schoolars Road, Cuballing WA 6311
Applicant:	Crisp Wireless Pty Ltd on behalf of Siahbra Farming Pty Ltd
File Ref. No:	A446
Disclosure Interest:	of Nil
Date:	24 April 2024
Author:	Stan Scott
Attachments	9.2.1A Information from applicant 9.2.1B Location plan

Summary

A Development Application, seeking approval for a telecommunications infrastructure at 213 Schoolars Road, Cuballing, is recommended for conditional approval.

Background

The applicant seeks development approval for proposed new telecommunications infrastructure, a 30 metre high tower with an associated communications hut, to improve telecommunication coverage and access to enhanced services for Cuballing and the locality. Details submitted by the applicant are set out in Attachment 9.2.1A.

The site's location is outlined in Attachment 9.2.1A which is approximately 3 kilometres south east of the Cuballing townsite. The application site is 260.5 hectares in area.

The only residence within 500 metres of the site is on the same lot with same owner.

The property is zoned 'General Agriculture' and the telecommunication infrastructure is partially within a bushfire prone area at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

Comment

Following assessment against the planning framework, it is recommended that Council approve the Development Application subject to conditions. It is noted, for instance, that:

- There are no significant environmental, cultural heritage or social impacts;
- The nearest residence is located hundreds of metres from the telecommunication infrastructure and is owned by the applicant. The next nearest is almost 700 metres away and separated by a well vegetated ridge line.
- The Development Application complies with *State Planning Policy 5.2 Telecommunications Infrastructure*; and
- The required fixed wireless internet service provided by this proposed infrastructure is a substantial improvement on the available satellite service.

While noting the above:

- The proposed telecommunication infrastructure will have some localised visual impacts;
- The benefits of reducing risk to life and property are considered greater than the telecommunication infrastructure being constructed in a bushfire prone area;
- It is suggested the development approval includes a condition requiring establishment and maintenance of an asset protection zone (low fuel area) around the telecommunication infrastructure and includes an advice note that the infrastructure is located in a bush fire prone area; and
- It is suggested the development approval includes an advice note suggesting the applicant prepare an Environmental EME Report which outlines the estimated maximum electromagnetic energy (EME) and an assessment against the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards.

Strategic Implications

The Development Application aligns with the Strategic Community Plan which seeks to improve all forms of communication within the Shire.

Statutory Environment

The planning framework is extensive relating to telecommunication facilities and this Development Application including:

- *Telecommunications Act 1997*;
- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *State Planning Policy 2.5 Rural Planning*;
- *State Planning Policy 5.2 Telecommunications Infrastructure*;
- *Shire of Cuballing Local Planning Scheme No. 2* - the site is zoned 'General Agriculture' with telecommunications infrastructure a 'D' (discretionary) use in this zone;
- *Shire of Cuballing Local Planning Strategy*; and
- The site is classified as a Bush Fire Prone Area.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation

There are no neighbours within 500 metres of the proposed tower. The proposed infrastructure is a point to point wireless service which has a far lower EME impact than a mobile telephone tower and the only real impact is visual.

Options

The Council can:

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

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION:

That Council approve the Development Application for telecommunications infrastructure at 213 Scholars Road, Cuballing subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
4. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

Advice

- A) The proposed telecommunication infrastructure is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.
- B) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- C) It is suggested the applicant prepares an Environmental EME Report which outlines the estimated maximum electromagnetic energy (EME) and an assessment against the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards.
- D) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.



Prepared for:	Shire of Cuballing
Attention:	CEO: Stan Scott
Date:	8 April 2024
Site Location:	<u>Site reference:</u> RCP3-010-B (Schoolars) Address: 213 Schoolars Road, Cuballing WA 6311

Commercial in Confidence

Vision Statement

To be the first choice for broadband internet in regional Western Australia by providing first class infrastructure with a consistent focus on excellent customer service and ongoing regional community consultation to ensure our program meets the needs of country WA.

Background

CRISP Wireless is a Network owner/operator licensee for Wireless Broadband services in Western Australia.

We provide a unique telecommunications solution that utilises Point to Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.

Quality Information

Prepared for:

Schoolars Site (RCP3-010-B)

Prepared by:

CRISP Wireless Pty Ltd

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

Document number:

Revision	Revision Date	Details	Authorisation		
			Prepared By	Reviewed By	Authorised By
A	05/04/2024	Proposal	Heidi Cowcher	Leigh Ballard	Leigh Ballard

Proposal

CRISP Wireless proposes extending our fixed wireless network across the Wheatbelt. We are proposing to build a 30m communications tower at 213 (Lot 3) Schoolars Road, Cuballing. This proposed tower is part of a wider network across the region that is being established to improve the telecommunications connectivity for Wheatbelt based residents.

An agreement has been entered into with the landowner for the installation of this telecommunications infrastructure to be located on the subject land in the form of a 30m telecommunications tower; together with a container to house the communication equipment with solar panels on top for power provision.

The development application is made in accordance with the *Planning and Development Act 2005* for assessment under the Shire of Cuballing Town Planning Scheme 2. The subject land is in the Rural Zone.

The proposed works shall be referred to as *Telecommunications Infrastructure* for the purposes of this development application. The site proposed will not affect, nor impact on, current farming practices. The site is to be fenced as per the landholders' specific requirements as part of the agreed access to the land.

Under the TPS, the Zoning tables specify the uses permitted in various zones. The permissibility of any use is determined by considering the zoning table and cross-referencing it with the proposed works. The installation of telecommunications infrastructure is 'D' under the zoning table and is therefore only permitted at the discretion of Council, as Council are required to determine the planning approval or otherwise.

A summary of the subject land is provided in the below table:

Address of subject land	1702-14 (3/D68288)
Real Property Description	213 Schoolars Road, Cuballing (Lot 3)
Area of Subject Land	260.5123 ha
Existing buildings on Subject Land	Farming related infrastructure
Road Frontages	Schoolars Road
Zone	Rural Zone
Overlays	Bushfire Prone Area, Native Vegetation
Landowners	Siahbra Farming Pty Ltd (Bronwen Joy O'Sullivan)
Easements/Encumbrances	O341495: Mortgage to Australia & New Zealand Banking Group Limited (Registered 10/2/2020) O362026: Caveat by the Registrar of Titles (Lodged 09/03/2020)

The site is highlighted on the following maps:

Fig 1: Shire of Cuballing Town Planning Scheme 2 (Map 1 Cuballing Overall)
Source: Shire of Cuballing

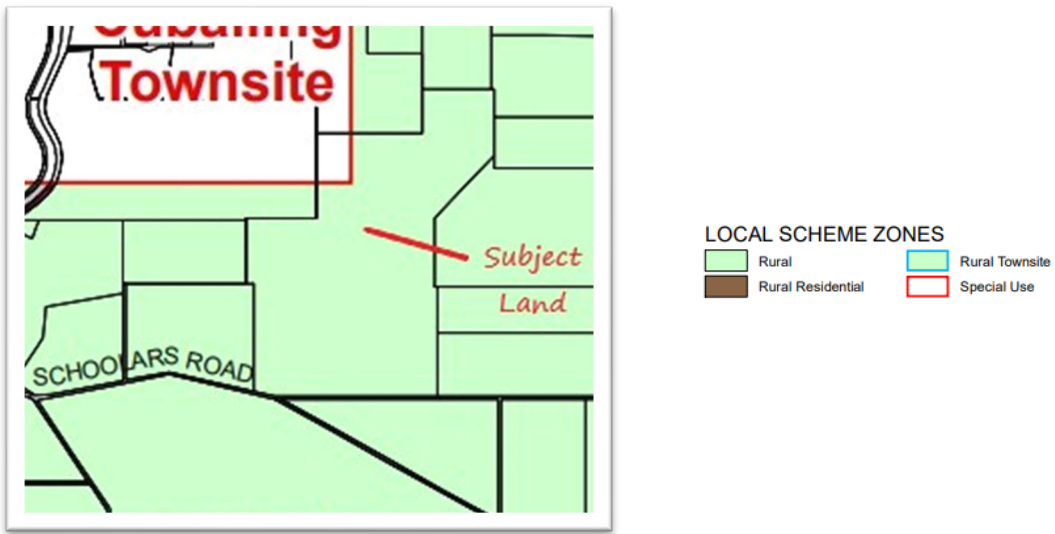


Figure 2: Map of Bushfire Prone Area (Source: Landgate SLIP)



Figure 3: Native Vegetation Extent (Source: DPIRD WA Remnant Vegetation Mapping)



The telecommunications infrastructure will consist of the following:

- A 30m steel tower as shown in **Attachment 5**.
- A combination of Dual Pole Parabolic Antennas (Dishes) and Sector Antennas as shown in **Attachment 6**.
- A sea container housing the communications equipment; and
- Solar panels to power the system on the roof of the sea container.

The tower will be near the western boundary of the subject land as shown in the Site Plan in **Attachment 4**. The tower and associated infrastructure will occupy an area of approximately 400m². The site does not require fencing, however, if requested, will undertake to complete this.

The subject land is located within the mapped remnant vegetation; however, no vegetation clearing is required for the construction of the tower.

Access to the site will be via Schoolars Road via an internal all-weather farm access track through the property as shown in the Site Plan. Access to the site during construction will amount to one semi-trailer accessing the site on one occasion (total of two 'movements' – one in and one out); followed by one six-wheeler Hiab accessing the site on one occasion (total of two 'movements' – one in and one out); and then lastly one commercial ute on two occasions (total of four 'movements' – two in and two out) – with construction anticipated to take two days.

At the completion of construction, it is highly unlikely that the applicant will be required to access the site for ongoing maintenance as much can be undertaken via the remote access software by our experienced and qualified technicians. However, if a need arises, it will be by a light vehicle (commercial ute) and would be on one occasion (total of two 'movements' – one in and one out). It is not proposed to establish formalised parking given the very infrequent nature of the access required to the tower once construction is complete and the tower is 'live'.



Please refer to attached Site Plan in **Attachment 4** showing the location of the proposed tower and associated infrastructure, proposed access location and the access pathway.

As the proposed tower is for wireless broadband only and does not transmit electromagnetic waves/fields to mobile phones, therefore it does not emit electromagnetic radiation and does not require an Environmental EME (Electromagnetic Energy) Report to be prepared or provided to support the development application.

Figure 4: Photo of Tower and Communication Hut (Source: CRISP Wireless)

Planning Scheme and other Legislation

The Planning Scheme

The proposed use will be assessed against the Shire of Cuballing Town Planning Scheme 2 (*the Planning Scheme*).

The Zoning Scheme provides a definition for the proposed use as follows:

“telecommunications infrastructure: means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.”

The proposed telecommunications tower and associated infrastructure is consistent with the definition.

The subject land is located in the Rural Zone and the Zoning Table in the Planning Scheme designates Telecommunications Infrastructure as ‘D’, a discretionary use requiring local government approval.

The Planning Scheme refers to the following objectives for the Rural Zone:

- To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils, and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future, and potential rural land uses by limiting the introduction of sensitive land uses in the Rural Zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

The proposed development is not anticipated to have any detrimental impacts on the abovementioned objectives of the Rural Zone as specified in the Planning Scheme. The development is considered relatively minor in nature and takes into consideration all sensitive land uses and potential

environmental impacts that could occur. The development is located in an area that will not impede on broad acre agricultural uses, such as cropping and grazing. The development is also considered beneficial to landholders in its vicinity due to the significant improvement in connectivity that are offered as a direct result.

Section 64 of Schedule 2 Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulation 2015 requires advertising of complex applications for development approval. We note that the proposed telecommunications facility is not a complex application and therefore may not require advertising.

The proposed tower will not have any detrimental effects on the existing land use (farming) and will be located outside of the useable cropping land and there is amenable to, and of direct benefit to, the landowners in the area. Access to a wireless broadband service is a game changer in lots of respects and will significantly improve digital accessibility.

State Planning Policy 5.2 – Telecommunications Infrastructure

The intent of State Planning Policy 5.2 – Telecommunications Infrastructure is to “balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas”.

As stated in the Policy, adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State’s economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks. The importance of telecommunications services in Western Australia is recognised in the Western Australian Planning Commission’s (WAPC’s) State Planning Strategy 2050 (2014), which advocates for the provision of an effective state-wide telecommunications network. This network includes both above and below ground infrastructure to support both fixed line and wireless telecommunications.

The proposed development provides a wireless broadband network through line-of-site towers and complies with the intent of the Policy. Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access. In this case, the facility is set well away from roads and sensitive receptors and is unlikely to affect visual amenity.

Therefore, the proposal is consistent with the principles set out in the Policy and can be balanced with the need for effective telecommunications services.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Part of the subject land, and the location of the proposed telecommunications facility, has been identified in the SLIP mapping as being within a Bushfire Prone Area, as shown in Figure 2 above. The intent of the SPP is “to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure”.

Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access. While the proposed facility is located in a bushfire prone area, the development does not result in an increase of residents or employees, nor does it increase the bushfire threat. CRISP employees have a duty of care to ensure that any access to landowners’ properties is undertaken in a manner so as to not cause a bushfire risk. As a business, we ensure that we remain up to date at all times of bushfire risks, harvest and vehicle movement bans in the areas that we are working, and any other restrictions imposed at a local or state level, and will always adhere strictly to these as imposed, especially during the peak fire season.

Accordingly, a bushfire assessment has not been carried out given the above.

Conclusion

The proposed development of a telecommunications facility will provide a much-needed service to the local community. The location of the proposed tower is set well back from the road and will not impact on the privacy or visual amenity of the local residents.

The subject land is suitable for a telecommunications tower for the following reasons:

- ✓ The site has direct line of site to other proposed towers in the region and across the network.
- ✓ The site has safe access, and the development will not create a nuisance to current traffic volumes and usage.
- ✓ The subject land is not flood prone.
- ✓ The development will not increase the threat of bushfire or put lives in danger.
- ✓ The proposed location has not been identified as containing native vegetation or Aboriginal artefacts.
- ✓ The proposed facility will not interfere with agricultural land; and
- ✓ Potential impacts are low.


Therefore, Council can be confident in approving the telecommunications facility as it will satisfy an essential community need.

Attachments

Attachment 1	Application for Local Government Development Approval
Attachment 2	Owner's Consent
Attachment 3	Certificate of Title & ASIC Company Search
Attachment 4	Site Plan
Attachment 5	Example Tower Technical Drawings
Attachment 6	Antenna Infrastructure

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: Siahbra Farming Pty Ltd (Director: Bronwen Joy O’Sullivan)		
ABN (if applicable): Not applicable		
Address: PO Box 1178, Narrogin Postcode: 6312		
Phone: Work: Home: Mobile: 0429 104 889	Fax:	Email: locherbie@lbh.net.au
Contact person for correspondence: Bronwen O’Sullivan		
Signature: <i>Please refer to attached</i>		Date: <i>Please refer to attached</i>
Signature:		Date:
<i>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).</i>		

Applicant Details (if different from owner)		
Name: CRISP Wireless Pty Ltd		
Address: PO Box 1004 Narrogin WA Postcode: 6312		
Phone: Work: 6809 2100 Home: Mobile:	Fax:	Email: lballard@crispwireless.com.au
Contact person for correspondence: Leigh Ballard		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 8 April 2024

Property Details		
Lot No: 3	House/Street No: 213	Location No:
Diagram or Plan No: 68288	Certificate of Title Vol. No: 1702	Folio: 14
Title encumbrances (e.g. easements, restrictive covenants): O341495: Mortgage to Australia & New Zealand Banking Group Ltd (Registered 10/02/2020) O362026: Caveat by the Register of Titles (Lodged 09/03/2020)		
Street name: Scholars Road	Suburb: Cuballing	
Nearest street intersection: Great Southern Highway		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	Telecommunications infrastructure (Communication Repeater Point – Wireless Broadband)
Description of exemption claimed (if relevant):	Nil
Nature of any existing buildings and/or land use:	General farming – Agriculture – Extensive – ie: cropping, grazing and associated improvements.
Approximate cost of proposed development:	Approx. \$50,000
Estimated time of completion:	4-6 weeks from approval

Acceptance Officer's initials:	<i>OFFICE USE ONLY</i>
Local government reference No:	Date received:

ATTACHMENT 2: LANDOWNERS CONSENT

I, Bronwen Joy O'Sullivan, as Director of Siahbra Farming Pty Ltd, being the registered landowner of the premises identified as 213 (Lot 3) Schoolars Road, Cuballing WA, consent to the submission of an application for Development Approval by CRISP Wireless Pty Ltd on the premises described above for the purpose of a Telecommunications Tower and associated infrastructure.

SIGNED

DocuSigned by:

5C6138190B9246F...

Bronwen Joy O'Sullivan

Date 15/3/2024 | 6:32:27 PM AWST

ATTACHMENT 3: CERTIFICATE OF TITLE & ASIC COMPANY SEARCH

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

1702 14

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 3 ON DIAGRAM 68288

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

SIAHBRA FARMING PTY LTD OF 6/2 WILLIAMS ROAD NARROGIN WA 6312

(T O341494) REGISTERED 10/2/2020

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. O341495 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 10/2/2020.
2. O362026 CAVEAT BY THE REGISTRAR OF TITLES LODGED 9/3/2020.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1702-14 (3/D68288)
PREVIOUS TITLE: 1338-382, 1513-830
PROPERTY STREET ADDRESS: 213 SCHOOLARS RD, CUBALLING.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CUBALLING

NOTE 1: O319193 SECTION 138D TLA APPLIES TO CAVEAT L403989



ASIC

Australian Securities & Investments Commission

Current Company Extract

Name: SIAHBRA FARMING PTY LTD

ACN: 637 236 741

Date/Time: 28 February 2024 AEST 08:07:04 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

Organisation Details	Document Number
Current Organisation Details	
Name: SIAHBRA FARMING PTY LTD	5EBJ53700
ACN: 637 236 741	
Registered in: Western Australia	
Registration date: 04/11/2019	
Next review date: 04/11/2024	
Name start date: 04/11/2019	
Status: Registered	
Company type: Australian Proprietary Company	
Class: Limited By Shares	
Subclass: Proprietary Company	

Address Details	Document Number
Current	
Registered address: 'Lindon Hargreaves & Associates', 5 Clayton Road, NARROGIN WA 6312	7EBT99365
Start date: 08/07/2022	
Principal Place Of Business address: 220 Schoolars Road, CUBALLING WA 6311	5EBJ53700
Start date: 04/11/2019	

Contact Address
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.
Current
Address: PO BOX 2105, BUSSELTON WA 6280
Start date: 17/01/2022

Officeholders and Other Roles	Document Number
Director	
Name: BRONWEN JOY O'SULLIVAN	7EBO90064
Address: 220 Schoolars Road, CUBALLING WA 6311	
Born: 16/06/1970, SUBIACO, WA	
Appointment date: 17/01/2022	
Secretary	
Name: BRONWEN JOY O'SULLIVAN	7EBO90064
Address: 220 Schoolars Road, CUBALLING WA 6311	
Born: 16/06/1970, SUBIACO, WA	
Appointment date: 17/01/2022	

Share Information
Share Structure

Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY	100	100.00	0.00	5EBJ53700

Members

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: BRONWEN JOY O'SULLIVAN
Address: 220 Schoolars Road, CUBALLING WA 6311

Class	Number held	Beneficially held	Paid	Document number
ORD	100	yes	FULLY	7EBO90064

Documents

Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.

Date received	Form type	Date processed	Number of pages	Effective date	Document number
17/01/2022	484 Change To Company Details 484E Appointment Or Cessation Of A Company Officeholder 484N Changes To (Members) Share Holdings	17/01/2022	3	17/01/2022	7EBO90064
01/07/2022	484B Change To Company Details Change Of Registered Address	01/07/2022	2	01/07/2022	7EBT99365

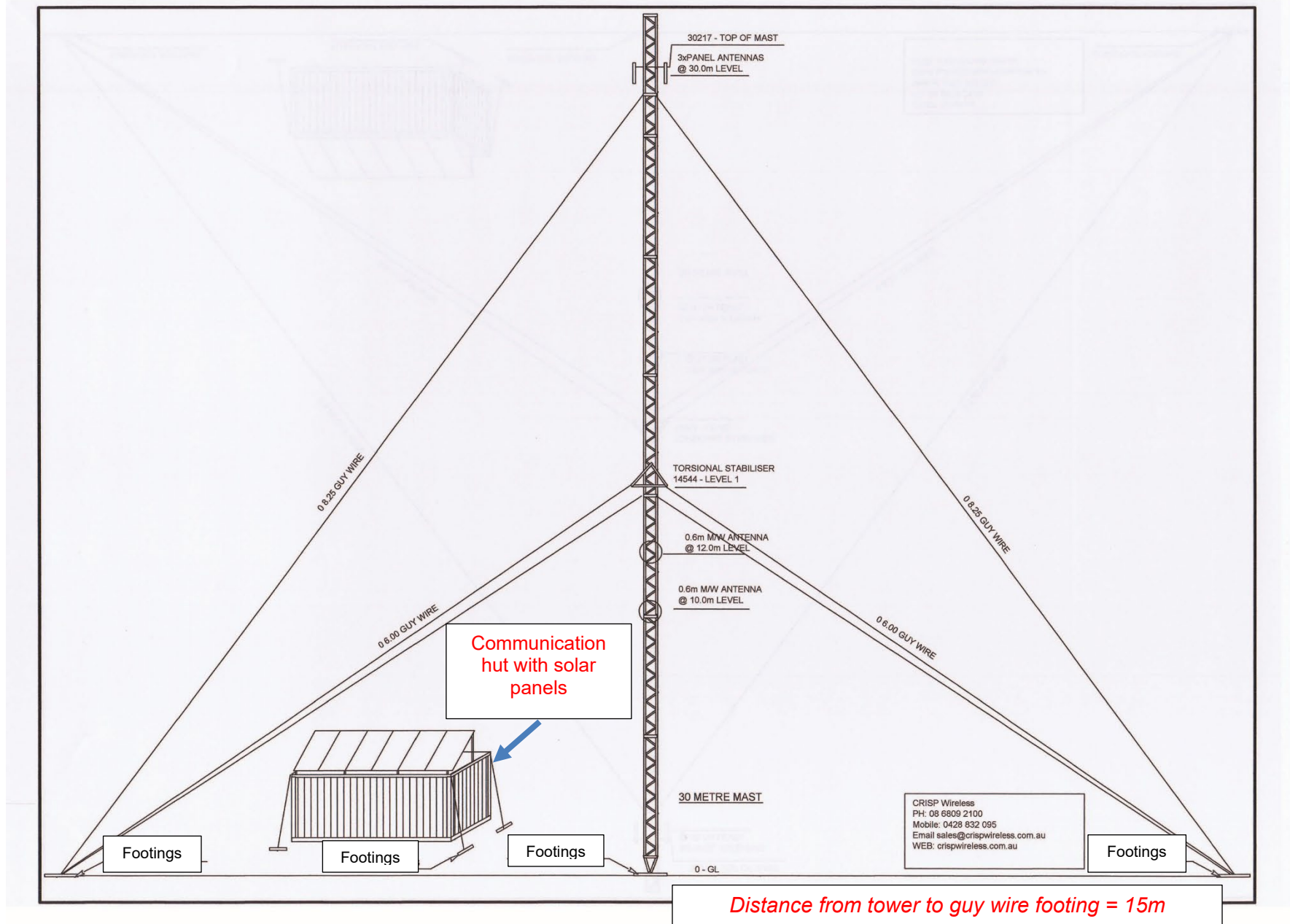
End of Extract of 2 Pages



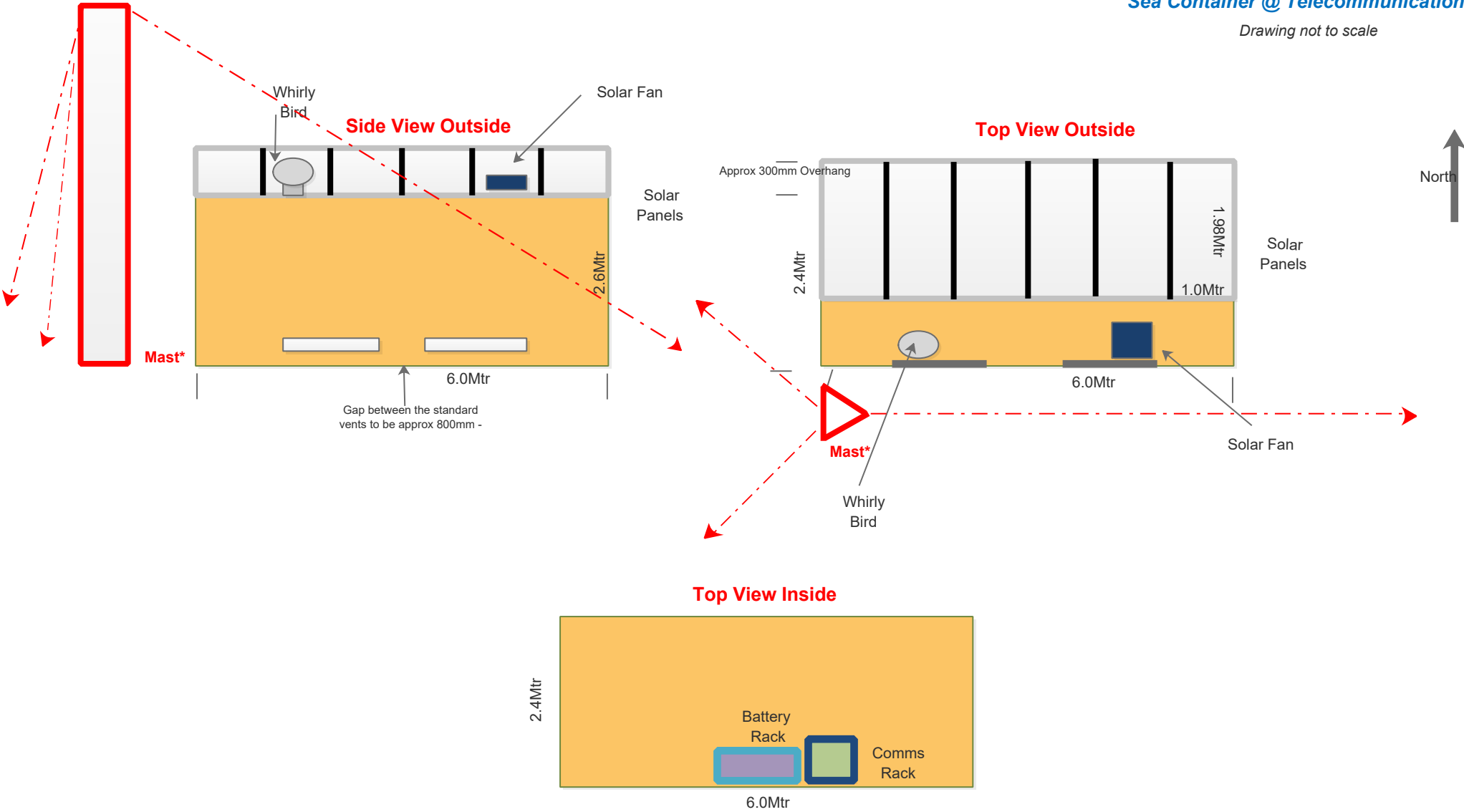
Attachment 4 – Site Plan
213 Schoolars Road, Cuballing



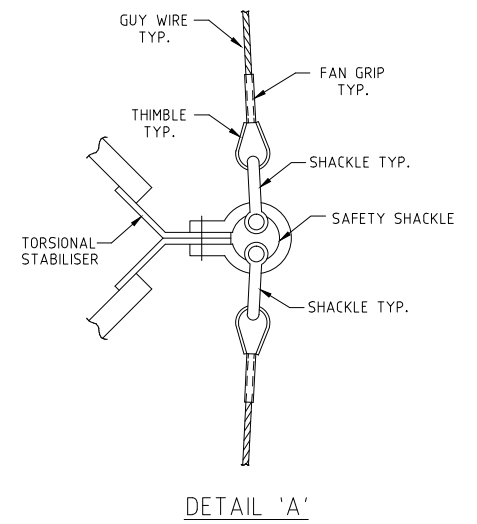
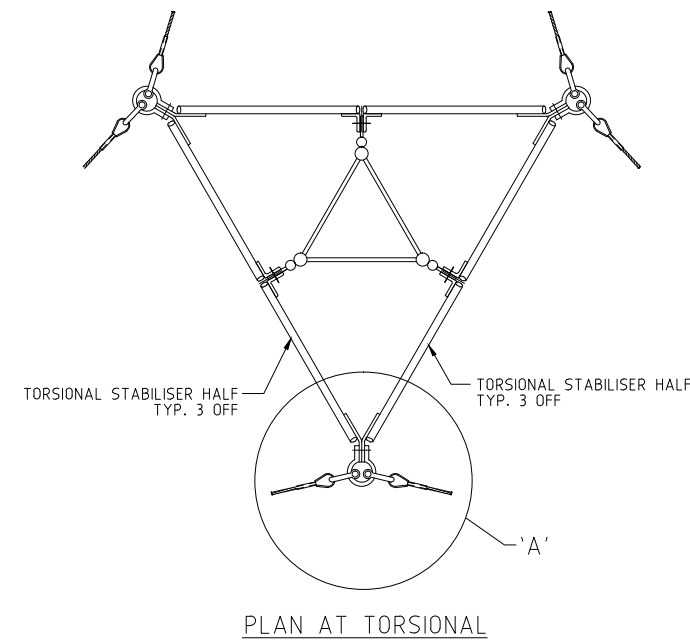
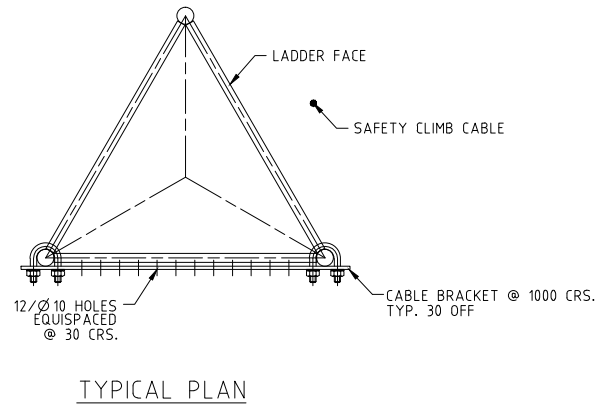
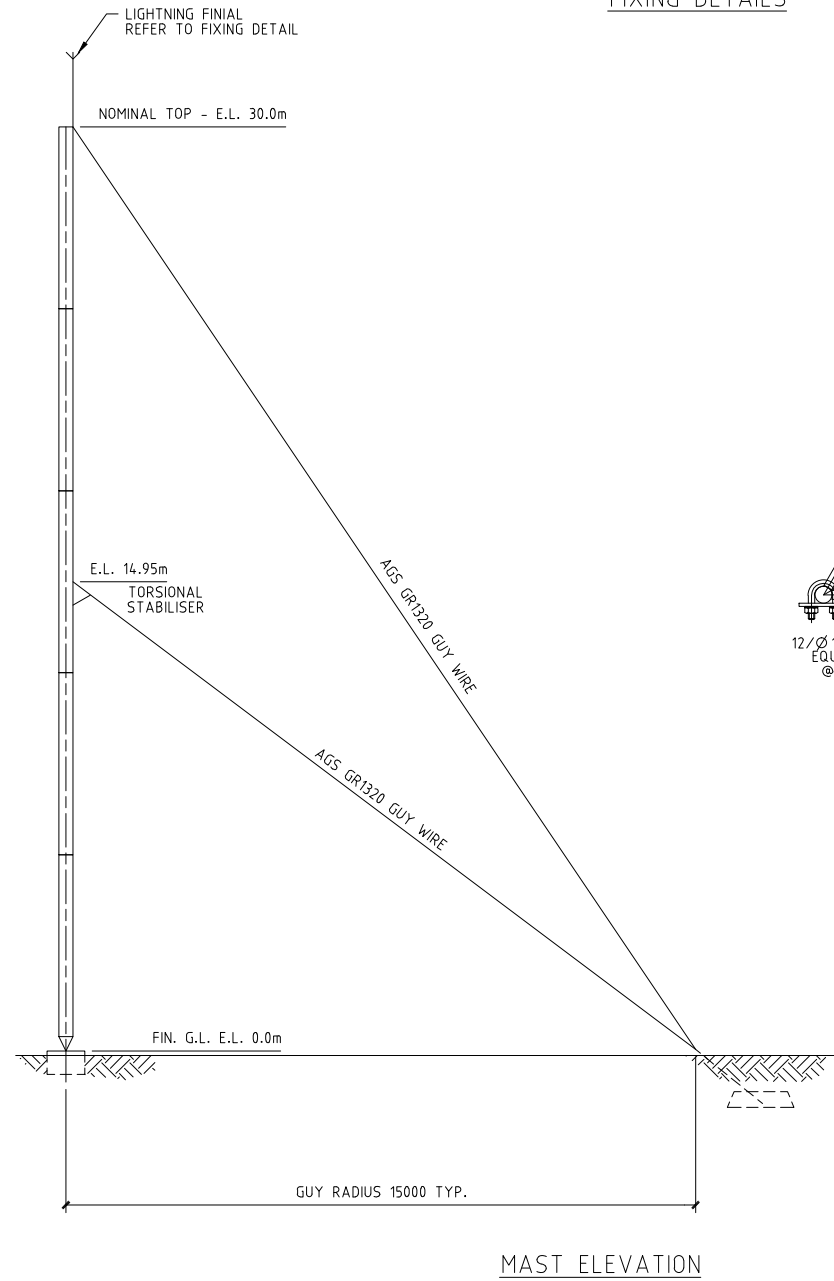
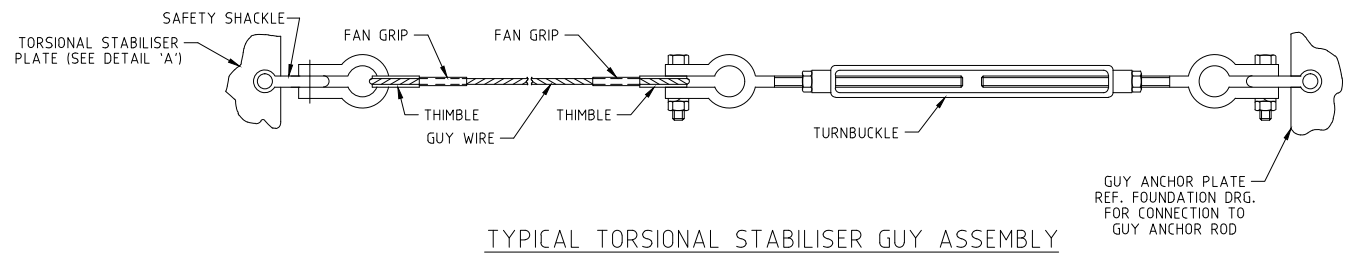
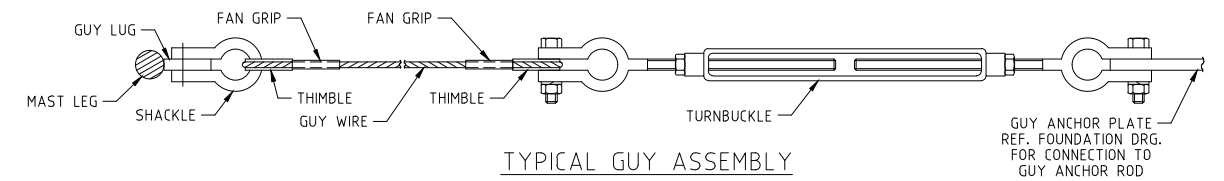
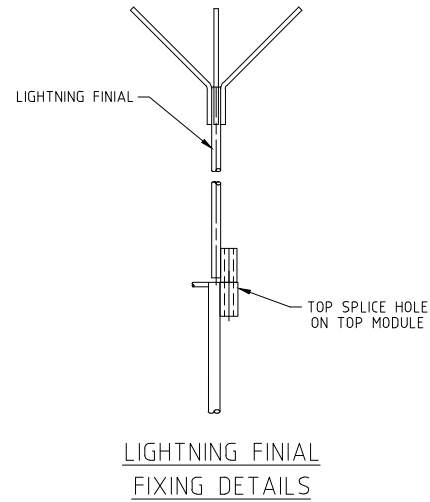
ATTACHMENT 5: EXAMPLE TOWER TECHNICAL DRAWINGS



Drawing not to scale



*Distance between mast and sea container not to scale.



GENERAL NOTES

1. REFER TO FEC STANDARD NOTES F1/1/SN.

DRG. No.	Mk. No.	ITEM No.	No. OFF	DESCRIPTION	CUT LG.	MATERIAL/DRG. No.
MATERIAL LIST						
This design or drawing is not sold but lent. It remains the property of this company and is subject to recall. Its contents must not be communicated to any person whatsoever without the written consent of FEC.				FUTURE ENGINEERING & COMMUNICATION PTY LTD 29 Spencer Street, Cockburn Central WA 6164 Ph: +61 8 9417 4999 - Fax: +61 8 9417 5666 Email: admin@futureau.com.au		
DRAWN:	MP	ENG.:		30m F450 GUYED MAST GENERAL ARRANGEMENT		
CHECKED:		APPV.:		SCALE:	NTS	DWG No.:
DATE:	17-10-18	REV.:				Q7436-F450
DATE:		APPV.:				A1

INFORMATION ONLY
NOT TO BE USED
FOR CONSTRUCTION

F1/1/SN	FEC STANDARD NOTES	REF	REVISION	DATE	APPV.
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Future Engineering and Communication Pty Ltd ACN 050 840 321 as trustee
for the Future Engineering & Communication Unit Trust ABN 73 037 646 279
7 Tamara Drive Cockburn Central Western Australia 6164
Phone: +61 8 9417 4999 Facsimile: +61 8 9417 5666
Email: admin@futureau.com.au Web: www.futureau.com.au

STRUCTURE DESIGN CERTIFICATION

Structure Data

Structure Type:	FEC Guyed Mast	Job Number:	J3903/3
Height:	30m	Date:	31/08/2022
		Client:	Crisp Wireless

Site Details

Site Name						
Site ID						
Latitude	-32.5696°	-33.0971°	-32.59062°	-32.67218°	-32.10918°	-33.08859°
Longitude	118.9336°	118.11816°	118.17027°	117.22746°	116.89119°	118.5201°

Site Parameters

Wind loading standard:	AS1170.2-2021	Terrain Category:	2.00*
Wind region:	A1*	Topographical Multiplier, M_t:	1.17*
Wind return period:	500 years*	Wind Direction Multiplier, M_d:	1.00*

Structural design standards:

AS4100-2020, AS3995-1994 & AS3600-2018/Amdt1

Serviceability Criteria:

Maximum microwave rotation < 1° @ 27m/s

Antenna Loading Data (Height is measured from base of structure to centre line of antenna)

ID	Height AGL (m)	Antenna Type	Azimuth (°)	Effective area (m ²)	Feeder cable	Status (P/E)	Carrier
1	31.00	Lightning Finial	-	0.100*	-	P	-
2	30.00	4 x 800mm x 150mm Panels	-	0.720*	-	P	-
3	28.00	1 x Omni	-	0.100*	-	P	-
4	27.00	Future Allowance	-	0.500*	-	P	-
5	18.00	1 x Ø600mm M/W	-	0.503*	-	P	-
6	17.00	1 x Ø600mm M/W	-	0.503*	-	P	-
7	16.00	1 x Ø600mm M/W	-	0.503*	-	P	-

Ancillary Loading Data

Tower Access:	Climbing on mast face c/w safety climb.
Feeder Arrangement:	External feeder brackets on mast face.



Future Engineering and Communication Pty Ltd ACN 050 840 321 as trustee for the Future Engineering & Communication Unit Trust ABN 73 037 646 279 7 Tamara Drive Cockburn Central Western Australia 6164 Phone: +61 8 9417 4999 Facsimile: +61 8 9417 5666 Email: admin@futureau.com.au Web: www.futureau.com.au

Work covered by this certificate:

Design & certification of 6 x 30m guyed masts and associated guy attachments.
Design & certification of 1 x new antenna mount.
Foundation design by others and excluded from this certification.

Work Specified on the following document's:

FEC Drawings: J3903/1/3
J3903/2/AM

Foundation Reactions:

Mast Base: Compression = 85.35 kN
Shear = 4.04 kN
Guy Anchors: Horizontal = 38.63 kN
Uplift = 30.00 kN

Prepared by: Tom Wang

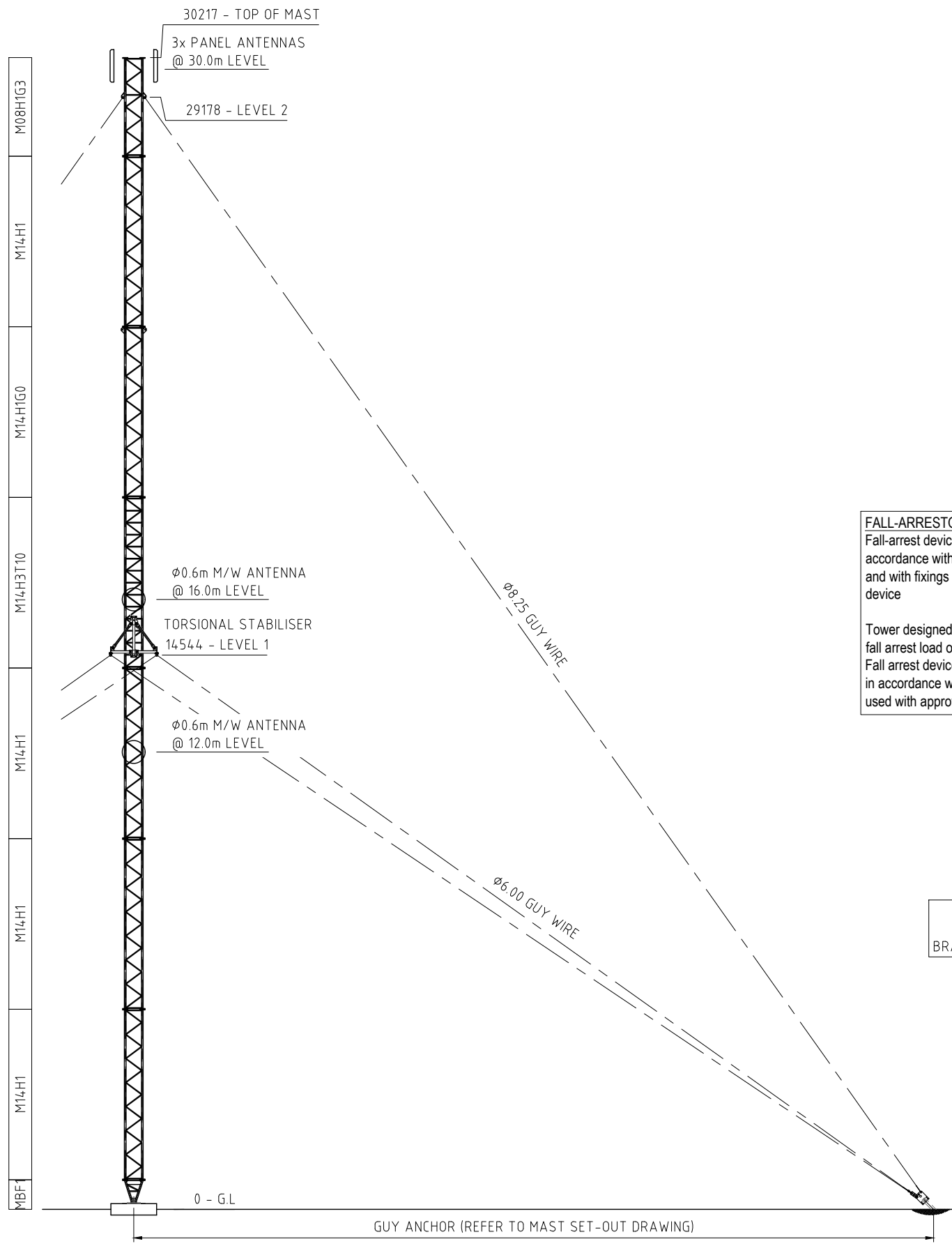
Approved by:

Chartered Professional Engineer 4397535
Mladen Kovacevic
MIEAust CPEng NER
Civil and Structural
Signature Date: 31/08/22

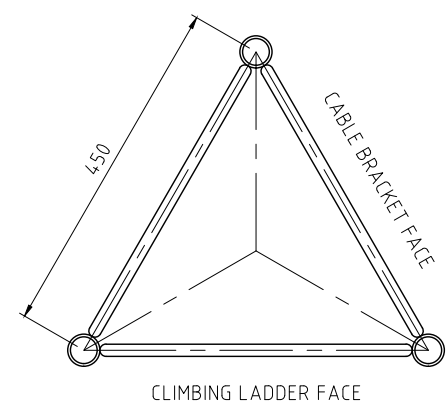
On behalf of: Future Engineering & Communication Pty Ltd.

Note

- Analysis is based on information provided in client supplied data unless shown by "**". See FEC Basis of Structural Review Document FE275 attached.
- This certificate does not Cover anything other than the structure and foundation described above. Eg. Existing headframe, mounting frames, antenna mounts, cable trays, etc. are not covered

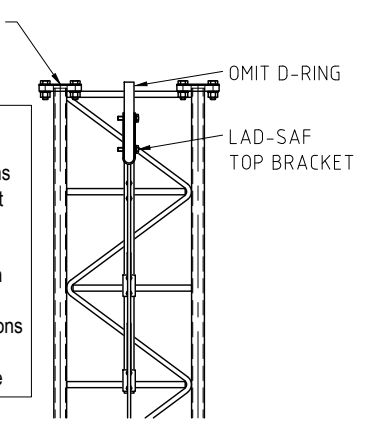


DIAGRAMMATIC MAST ELEVATION

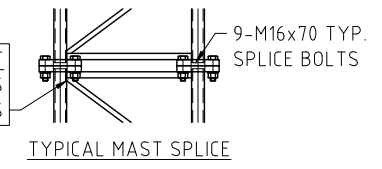
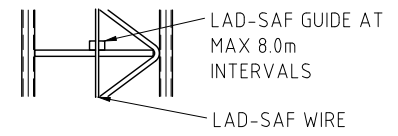


TYPICAL MAST PLAN VIEW

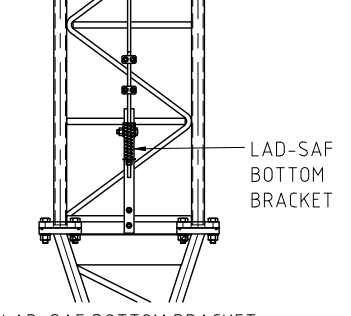
FALL-ARRESTOR NOTES:
 Fall-arrest device is to be installed in accordance with manufacturer's instructions and with fixings supplied with the fall-arrest device
 Tower designed to accommodate 4 person fall arrest load of 20.3kN
 Fall arrest device is able to support 4 persons in accordance with AS/NZS 1891.3 when used with approved LAD-SAF cable sleeve



LAD-SAF TOP BRACKET



TYPICAL MAST SPLICE



LAD-SAF BOTTOM BRACKET

HARDWARE SCHEDULE				
SIZE	QTY	DESCRIPTION	GRADE/FINISH	SUPPLIED BY
M16x70	66	HEX HEAD BOLT + NUT & FLAT WASHER	GRADE 8.8 GALV	ROAM
M16x50	9	HEX HEAD BOLT + NUT & FLAT WASHER	GRADE 8.8 GALV	ROAM
6116633	1	TOP & BOTTOM BRACKET - RUNG SYSTEM	LAD-SAF	ROAM
6100400	3	GUIDE BLOCK	LAD-SAF	ROAM
LS030-GALV	1	30m PRE-SWAGED CABLE	LAD-SAF	ROAM
SIGN	1	1.2mm Aluminium 83 x 142mm	ROAM SIGN	ROAM


BOLTED CONNECTION NOTES:

- All bolts to be fitted with nut and flat washer unless spring washer is specified and supplied.
- All U-bolts to be fitted with 2 nuts on each arm
- All bolts are to be fitted with a minimum of 2-threads protruding past the nut.
- All slotted holes to be fitted with flat washers on both sides of bolted ply.
- All bolts to be snug tightened to AS4100 bolting category 4.6/S or 8.8/S.
- Bolts designated with the notation "XS" shall have bolt thread excluded from intersecting any internal ply shear plane. XS bolt length is critical.
- A second nut, or lock-nut, shall be fitted whenever two or more ply cannot be bolted together without eliminating a gap between them.

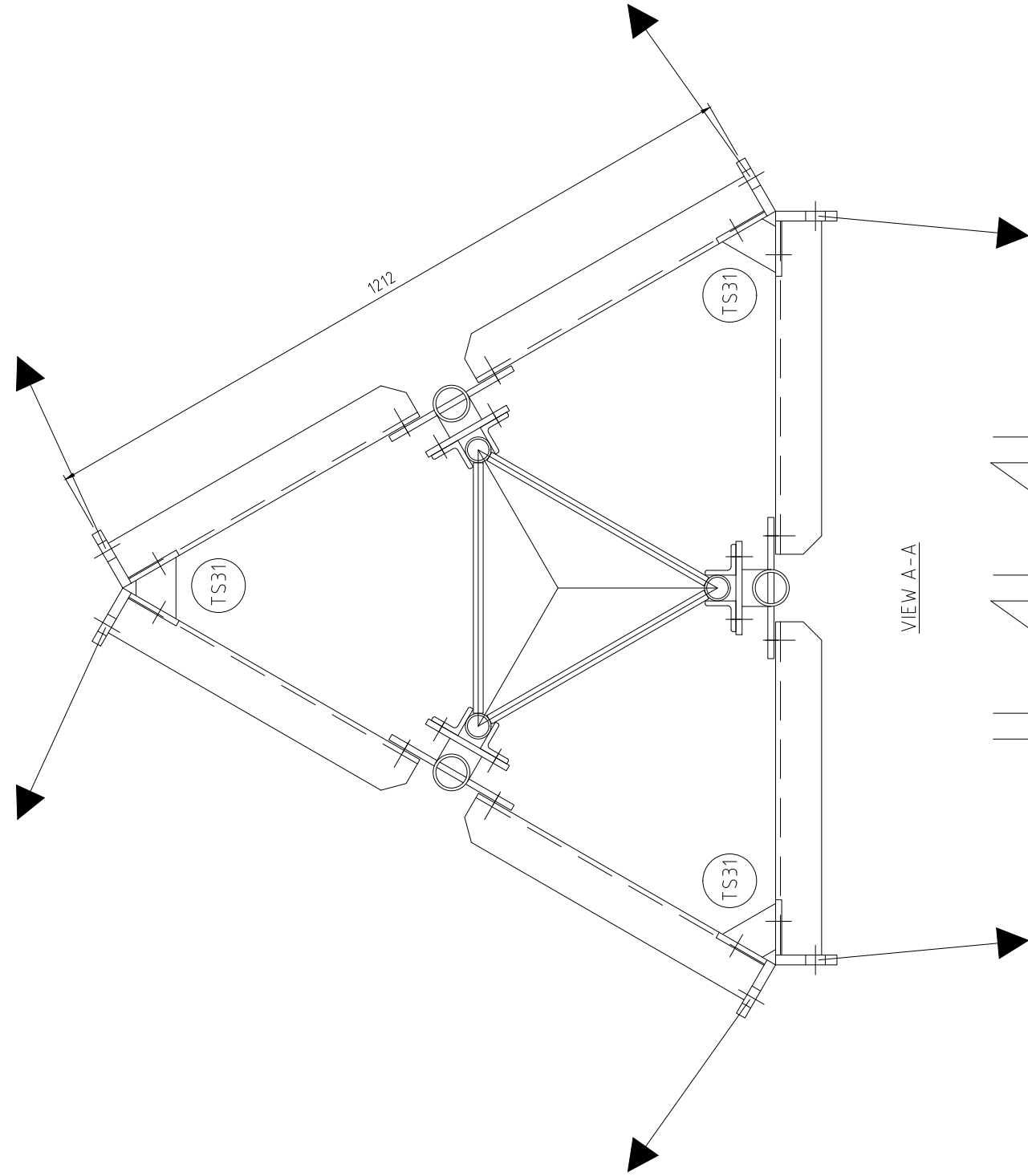
IMPORTANT CONSTRUCTION SAFETY NOTE:

Roam supplies steelwork for others to erect based upon a clear understanding that steelwork will be erected by suitably competent and qualified personnel working in accordance with a safety plan that has been prepared in conjunction with a competent erection supervisor. The safety plan is expected to include a comprehensive job hazard analysis covering an assessment of lifts by cranes, winches ginpoles and juries, safe lifting of partly assembled modules, temporary lifting points and temporary removal of components during strengthening works as applicable to the job. Where a Safety in Design drawing has been provided, the Safety Plan for construction works should incorporate design hazards, design control measures and notes to the Constructor.

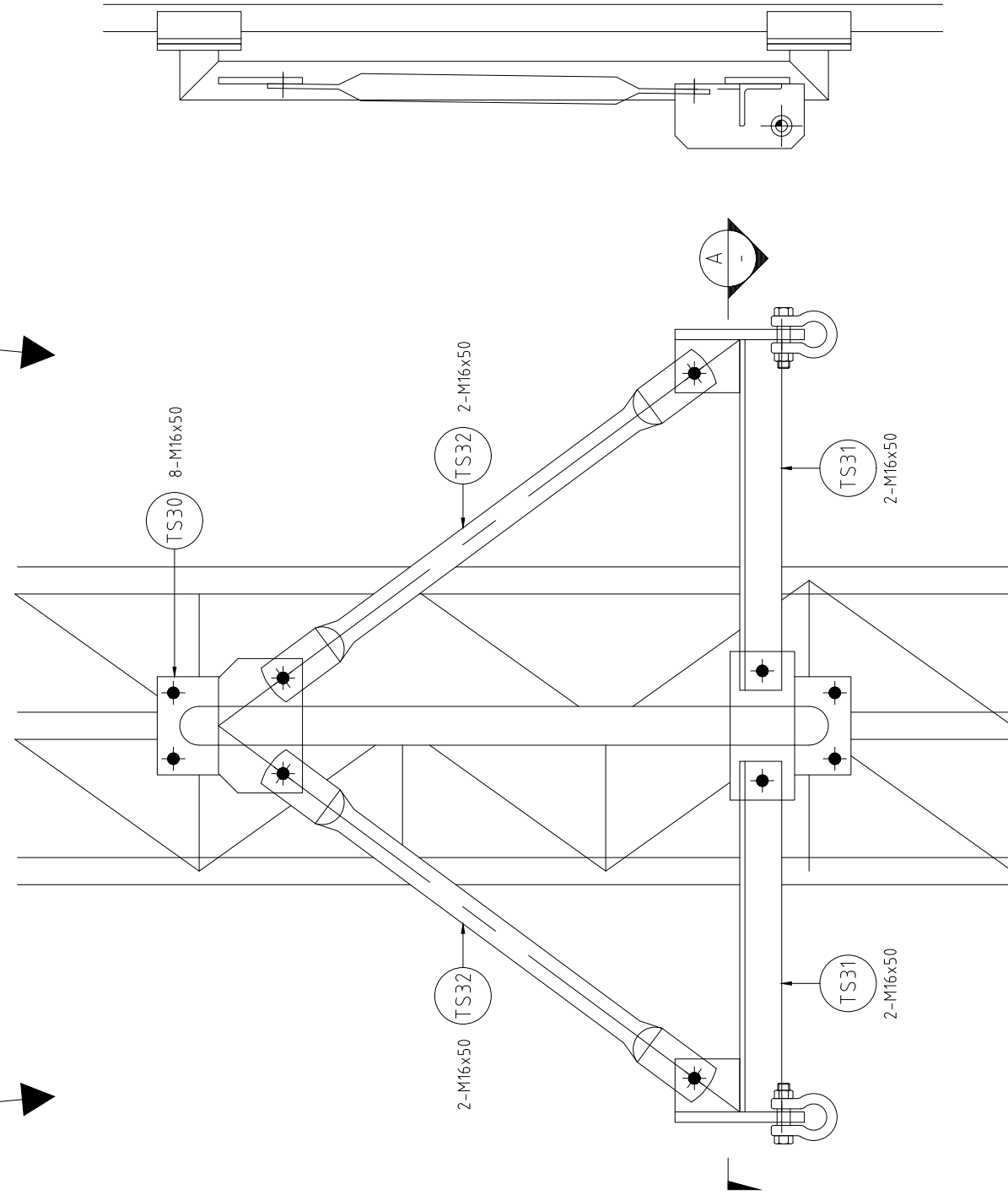
STD	CP4233	3	CAP PLATE	Ø138		
RJ12745	M08H1G3	1	MAST MODULE W/ GUYS	2586		
RJ12745	M14H3T10	1	MAST MODULE WITH T/S	4476		
RJ12745	M14H1G0	1	MAST MODULE W/ GUYS	4476		
RJ12745	M14H1	4	STD MAST MODULE	4476		
RM450	MBF1	1	MAST BASE	600		
DRG	COMPONENT	QTY	DESCRIPTION	LENGTH	MATERIAL	GRADE
		TOTAL QTY = 10	COMPONENT SCHEDULE			

RJ12748-4-SD1 RJ12748-2-TS1 RJ12748-2-GM1 RJ12748-2-GW1 RJ12748-3-1	SAFETY IN DESIGN ANALYSIS TORSIONAL STABILISER GUYED MAST ERECTION NOTES GUY WIRE ASSEMBLY MAST SET-OUT	C B A	JOB SPECIFIC MODULES ISSUED FOR CONSTRUCTION ISSUED FOR REVIEW	D.T C.J.C D.T	04-01-21 16-12-20 15-12-20	 ROAM PTY LTD 8 MEKA STREET MALAGA W.A. 6090 AUSTRALIA TEL (618) 9248 4950 FAX (618) 9248 4951 THIS DRAWING PRODUCED BY ROAM IS NOT SOLD BUT LENT. ITS CONTENTS MUST NOT BE COPIED, TRACED OR COMMUNICATED TO WHATEVER WITHOUT WRITTEN CONSENT OF ROAM PTY. LTD.	DESIGN: C.J.C	DATE: 15-12-20	CRISP WIRELESS 30m RM450 GUYED MAST - TOWER D NN GENERAL ARRANGEMENT			
REFERENCE DRAWINGS	REF	REVISION	BY	DATE	DRAWN: D.T		DATE: 15-12-20	SCALE: (A3) N.T.S	DWG. No. RJ12748-1-1	VER. 105	REV. C	

HARDWARE SCHEDULE		
SIZE	QTY	DESCRIPTION
M16x50	42	HEX HEAD BOLT + NUT & FLAT WASHER
		GRADE 8.8 GALV ROAM



VIEW A-A

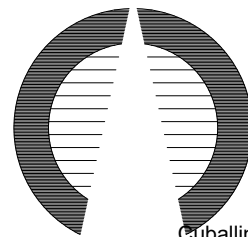


ELEVATION

DRG	COMPONENT	QTY	DESCRIPTION	LENGTH	MATERIAL	GRADE
RM450	TS32	6	STABILISER STRUT	839		
RM450	TS31	3	STABILISER HORIZONTAL	559		
RM450	TS30	3	STABILISER MOUNT	1075		
TOTAL QTY = 12						

COMPONENT SCHEDULE

REFERENCE DRAWINGS	REF	REVISION	BY	DATE
	B	ISSUED FOR CONSTRUCTION	C.J.C	16-12-20
	A	ISSUED FOR REVIEW	D.T	16-12-20



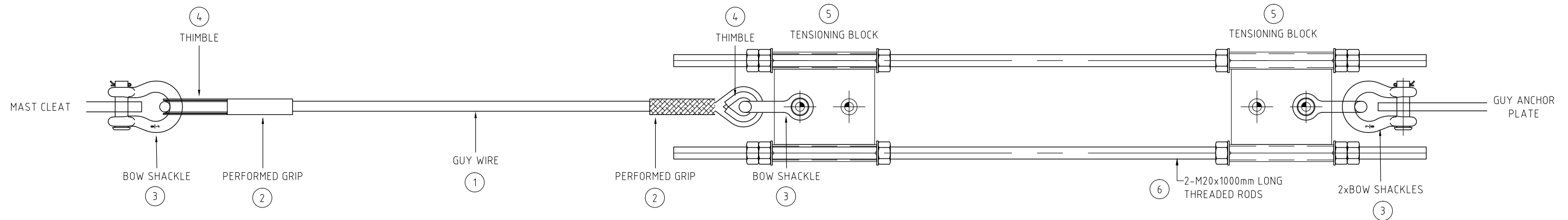
ROAM PTY LTD

8 Meka Street
 Malaga W.A. 6090 Australia
 Tel (618) 9248 4950 Fax (618) 9248 4951

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Agenda May 2024

ERECTION DRAWING

DESCRIPTION: TORSIONAL STABILISER				
REF:	APPR: C.J.C	DATE: 16-12-20	TOWER TYPE: RM450	MODULE:
SCALE: (A3) NTS	DRAWN: D.T	DATE: 16-12-20	DRG.No. RJ12748-2-TS1	REV 106 B



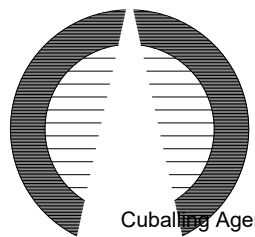
QUANTITIES PER ASSEMBLY REQUIRED																
GUY-WIRE LEVEL	①				②		③		④		⑤		⑥		INITIAL TENSION (kN)	TOTAL No. OF ASSEMBLIES
	GRADE	CONSTRUCTION	GUY LENGTH	SUPPLIED LENGTH	Ø (GRADE)	QTY	GRADE 'S' (WLL)	QTY	SIZE	QTY	TYPE	QTY	SIZE	QTY		
2	1320	7/2.75 (Ø8.25)	35m	40m	8.25 (1320)	2	13mm (2.0t WLL)	4	10mm	2	TB8	2	M20x1000mm	2	5.2	3
1	1320	7/2.00 (Ø6.00)	25m	30m	6.00 (1320)	2	13mm (2.0t WLL)	4	10mm	2	TB8	2	M20x1000mm	2	2.7	6

NOTES:

- Guy lengths in table are based upon a flat level site. Adjust cut guy lengths to compensate for any on-site anchor radius adjustments.
- All shackles pins to be wired to body on assembly.
- Check and adjust all guy wires to match initial tensions in table. Tension values based on still wind conditions

SIZE	QTY	DESCRIPTION	GRADE/FINISH	SUPPLIED BY
M20x1000mm	18	M20 THREADED ROD	GRADE 8.8 GALV.	ROAM
M20 NUT	108	M20 NUT	CLASS 8 GALV.	ROAM
M20 WASHER	72	M20 FLAT WASHER	GRADE 8.8 GALV	ROAM
10mm THIMBLE	18	10mm THIMBLE	GALV.	ROAM
13mm SHACKLE	36	13mm (2.0t WLL) BOW SHACKLE	GRADE S - GALV.	ROAM
6.00 GRIP	12	PREFORMED GRIP SUIT Ø6.00 WIRE	GALV.	ROAM
8.25 GRIP	6	PREFORMED GRIP SUIT Ø8.25 WIRE	GALV.	ROAM
7/2.00 (Ø6.00)	180m	GUY WIRE	GRADE 1320 - GALV.	ROAM
7/2.75 (Ø8.25)	120m	GUY WIRE	GRADE 1320 - GALV.	ROAM

DRG	COMPONENT	QTY	DESCRIPTION	LENGTH	MATERIAL	GRADE
RA07	TB8 revB	18	GUY-TENSIONING BLOCK	158		
TOTAL QTY = 18		COMPONENT SCHEDULE				

REFERENCE DRAWINGS		REF	REVISION	BY	DATE	 <p>ROAM PTY LTD 8 Meka Street Malaga W.A. 6090 Australia Tel (618) 9248 4950 Fax (618) 9248 4951</p> <p>This drawing produced by roam is not sold but lent. its contents must not be copied, traced or communicated to any person without written consent of roam pty. ltd.</p>	ERECTION DRAWING			
C.B.A. TURNBUCKLES REPLACED WITH TENSIONING BLOCKS ISSUED FOR CONSTRUCTION ISSUED FOR REVIEW C.J.C. 22-01-21 C.J.C. 16-12-20 D.T. 15-12-20							DESCRIPTION: GUY WIRE ASSEMBLY REF: - APPR: C.J.C. DATE: 16-12-20 TOWER TYPE: - MODULE: - SCALE: (A3) NTS DRAWN: D.T. DATE: 15-12-20 DRG.No. RJ12748-2-GW1 107 ER REV C			

MAST ERECTION METHOD OF PROCEDURE

IMPORTANT:

Roam structures are only to be erected by experienced qualified rigging personnel working in accordance with a safety plan that has been prepared in conjunction with a competent erection supervisor. The safety plan is expected to include a comprehensive job hazard analysis covering an assessment of lifts by cranes, winches ginpoles and juries, safe lifting of partly assembled modules and temporary lifting points. The Safety Plan for construction works should incorporate design hazards, design control measures and notes to the Constructor identified in the Safety in Design drawing.

MAST ERECTION PROCESS

1. Check shipping lists to ensure all materials have been delivered. Check materials for any damage. Any small areas of damaged galvanising should be repaired with zinc rich paint. Touch-up any paint damage.
2. When erecting the mast, the intention should be to have each mast span (guy level to guy level) fully assembled with all ancillaries (ladders, cable brackets, antenna mounts, torsional stabiliser, fall-arrest) installed, and guys attached, before mobilising a crane to site for lifting. Guy tensioning equipment and theodolites should also be set-up in advance.
3. Assemble mast sections, on the ground, into the spans that comprise the mast. The mast shall not be lifted in a single 30m span. Ensure that bolts are fully tightened before lifting the mast.
4. Mast sections typically have a top and bottom. Ensure sections are orientated to achieve a continuous bracing pattern and equal cable bracket spacing.
5. Refer to the guy-wire assembly drawing. The drawing specifies the expected final guy lengths based upon the surveyed positions on the mast foundations. The "supplied length" specified on the drawing typically allows for extra 3m for each individual guy. The guys for each mast should be cut to the "supplied length" dimension and attached to the guy lugs at the top of each corresponding mast span.
6. Set-up 2 x theodolites at approximate 90° apart and at a distance that enables the theodolites to view the bottom of the mast and the top of the mast when fully erected.
7. Lift the bottom mast section into position, ensuring that the cable ladder and climbing ladder faces are orientated to best suit the site layout. Whilst the mast span is supported by the crane, pull the guys to the anchors, using turfers as required, and connect to the lowest anchor plate hole. Note that there is typically a spare hole at the top of the anchor plates for temporarily attaching turfers and tensioning equipment.
8. Tension the lower set of guys until they are taut and support the mast without the aid of the crane. At this point the mast can be safely climbed with appropriate climbing gear to detach the crane hook.
9. Align the vertical crosshairs of the theodolites with one of the mast legs at the lowest point possible. Adjust guy tensions to align the bottom mast section until it is vertical within the precision of the theodolite. Achieve verticality of 1:200 or better.
10. Repeat the process for the remaining mast spans.
11. Once the entire mast has been erected, attach and tension the fall-arrest cable, to the bottom tensioning bracket. The crane hook can be detached once all guys have been nominally tensioned maintaining mast verticality.

GUY TENSIONING PROCEDURE

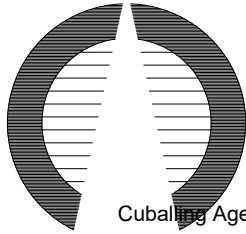
1. Refer to the guy-wire assembly drawing. The values of initial tension have been calculated to achieve a vertical mast for the surveyed anchor positions. Initial tensions shall be achieved to within 10% of the specified value whilst maintaining mast verticality. Guy tension values are based upon still wind conditions.
2. Tensioning guys can be done with a guy-tension measuring instrument (such as a Piab RMT 20D) or with a load-cells. In either case, calibration records shall be maintained. Guys can be tensioned one-at-a-time but they would need to be checked and adjusted twice to correct for the impact of tensioning upon previously tensioned guys.

TENSIONING GUYS USING IN-LINE GAUGE

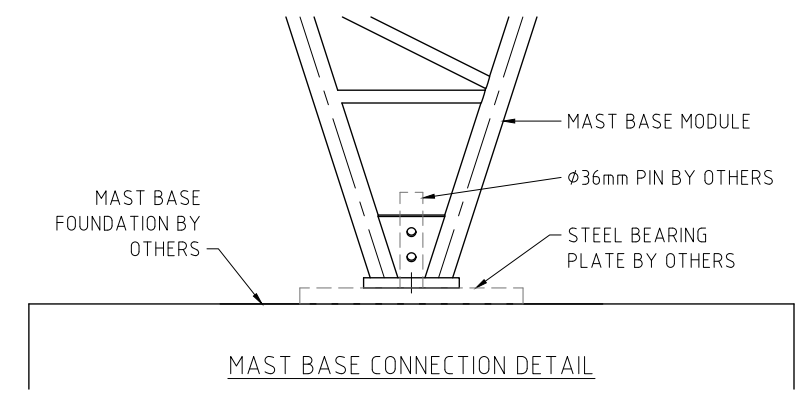
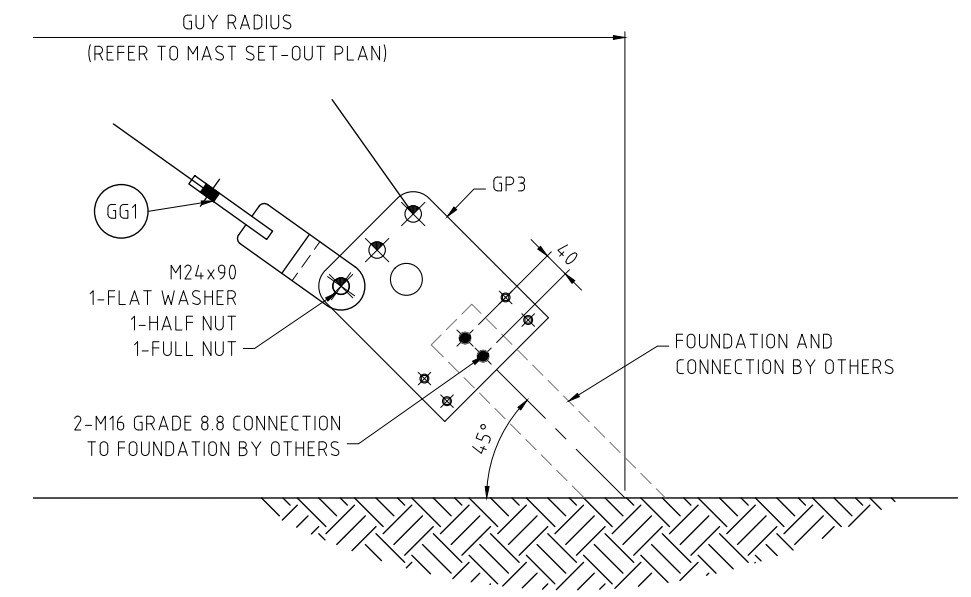
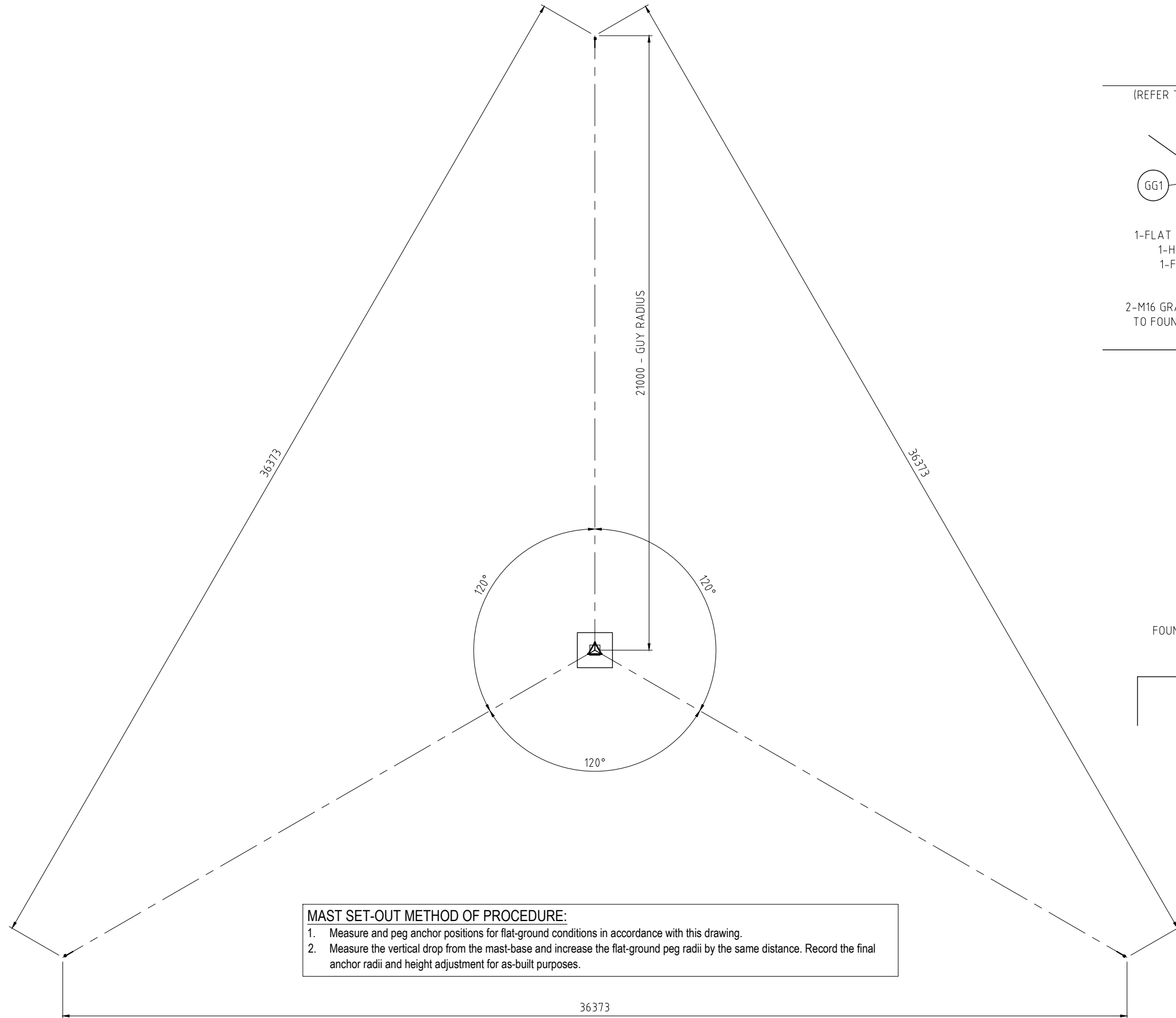
1. Connect load-cell to either side of the guy-tension-device (turnbuckle)
2. Tension the load-cell until the specified initial tension value is reached (+/- 10%)
3. Tension the guy-tension-device until the load-cell reading just reduces back to zero.
4. Release and remove the load-cell without adjusting the guy-tension-device.

BEFORE DEMOBILISING FROM SITE


1. Once guys have been tensioned, re-tension the fall arrest cable and check that all mast splice bolts are properly tightened and have not loosened during the erection process.
2. Complete the mast inspection form supplied with the mast drawings.
3. On completion of all works, mark up the erection drawings and material lists;
 - i. Sign off drawings as as-built and records on the drawings any changes
 - ii. Fabrication mistakes
 - iii. Drawing mistakes
 - iv. Problems encountered during erection
 - v. Suggested design improvements
 - vi. Under-supply or over-supply of materials
 - vii. Appearance of structure.
4. Take photographs including one shot showing the entire structure.
5. Scan all drawings, lists and checklists and email these documents along with photographs and any other documentation to roam@roameng.com.au

						 <p>ROAM PTY LTD 437 VICTORIA ROAD MALAGA W.A. 6090 AUSTRALIA TEL (618) 9248 4950 FAX (618) 9248 4951</p> <p>THIS DRAWING PRODUCED BY ROAM IS NOT SOLD BUT LENT. ITS CONTENTS MUST NOT BE COPIED, TRACED OR COMMUNICATED TO ANYONE WITHOUT THE WRITTEN CONSENT OF ROAM PTY. LTD.</p>	DESIGN: C.J.C	DATE: 15-12-20	ROAM PTY LTD STANDARD GUYED-MAST ERECTION NOTES (SHEET 1 OF 1)			
							APPR: C.J.C	DATE: 16-12-20				
B A	ISSUED FOR CONSTRUCTION ISSUED FOR REVIEW	C.J.C D.T	16-12-20 15-12-20	BY	DATE			SCALE: (A3) N.T.S	DWG. No. RJ12748-2-GM1	VER. 108 07	REV. B	
-	-	REF	REVISION	BY	DATE							

HARDWARE SCHEDULE				
SIZE	QTY	DESCRIPTION	GRADE/FINISH	SUPPLIED BY
M24x90	3	HEX. HD. BOLT c/w NUT & FLAT WASHER	GRADE 8.8 GALV	ROAM
M24	3	HALF NUT (LOCK NUT)	GRADE 8.8 GALV	ROAM

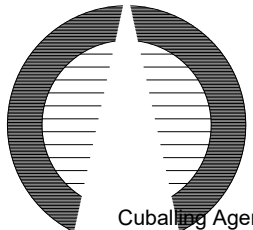


DRG	COMPONENT	QTY	DESCRIPTION	LENGTH	MATERIAL	GRADE
RM01	GG1	3	SPLITTER PLATE	325		
RM01	GP3	3	ANCHOR PLATE	300		
TOTAL QTY = 6		COMPONENT SCHEDULE				

REFERENCE DRAWINGS	REF	B A	ISSUED FOR CONSTRUCTION	C.J.C D.T	16-12-20	 ROAM PTY LTD 8 MEKA STREET MALAGA W.A. 6090 AUSTRALIA TEL (618) 9248 4950 FAX (618) 9248 4951 THIS DRAWING PRODUCED BY ROAM IS NOT SOLD BUT LENT. ITS CONTENTS MUST NOT BE COPIED, TRACED OR COMMUNICATED TO WHATEVER WITHOUT WRITTEN CONSENT OF ROAM PTY. LTD.	DESIGN: C.J.C	DATE: 15-12-20	CRISP WIRELESS 30m RM450 GUYED MAST - TOWER D NN MAST SET-OUT			
			ISSUED FOR REVIEW		15-12-20		APPR: C.J.C	DATE: 16-12-20				
			REVISION	BY	DATE		DRAWN: D.T	DATE: 15-12-20	SCALE: (A3) N.T.S	DWG. No. RJ12748-3-1	VER. 109	REV. B

Hazard assessment table					Risk Rank	Probability	Consequence
	1	2	3	4	E - EXTREME	A –Likely “common or repeating occurrence”	1 – fatality or permanent disability
A	E	H	S	M	H - HIGH	B – Occasionally “happens every now and then”	2 – lost time injury or serious illness
B	E	H	S	M	S - SUBSTANTIAL	C – Unlikely “has been known to happen”	3 – medical treatment
C	H	S	M	L	M - MODERATE	D – Very Unlikely “possible but probably never will”	4 – possible first-aid treatment
D	S	M	L	L	L - LOW		

	Design Hazard	Probability	Consequence	Risk Rank	Design Control Measures	Controlled Probability	Controlled Consequence	Controlled Risk Rank	Note to the Constructor	Site Supervisor Sign
									The purpose of this document is to summarise the hazards and control measures identified for the design phase of the project. This document does not specifically consider construction risks and hazards and is not a substitute for a construction work safety risk assessment.	
SAFE CONSTRUCTION	1 Hazards associated with inadequate documentation	D	2	M	Drawings checked and approved as for-construction status in accordance with Roam QMS procedures. Construction and erection guidance notes issued with the drawing pack. Construction notes presented on the drawing.	D	4	L	Ensure all construction notes are read and understood prior to commencing any works	
	2 Injury due to manual handling of excessive weight	D	3	L	Material listings provided to enable assessment of component weights	D	4	L	Implement control measures to limit manual handling. Consider installing feeder cables and antennas at ground level before lifting structure sections.	
	3 Dropping steelwork onto personnel during crane lift	D	1	S	Erection guidance notes are provided in the site document pack.	D	4	L	Roam site documentation will include list of component weights that can be used to calculate the weight of planned lifts. Refer to erection guidance notes. Dwg RJ12748-2-GM1	
	4 Fall or injury when erecting structure with a crane	D	1	S	Ladders are designed to be integral with structure lifts.	D	4	L	Method of procedure should be reviewed by suitably competent person. Refer to structure erection guidance notes. Dwg RJ12748-2-GM1	
	5 Fall or injury when erecting structure using manual erection	C	1	H	Suitably sized cranes are readily available to use rather than manual erection methods.	D	4	L	Method of procedure should be reviewed by suitably competent person. Refer to structure erection guidance notes. Dwg RJ12748-2-GM1	
	6 Structure collapse due to design fault	C	1	H	Proper compliance with QMS design and document control procedures	D	4	L	Only use current for-construction drawings	
SAFE USE & MAINTENANCE	7 Hazards associated with inadequate documentation	D	1	S	Fall-arrest supplier documentation supplied with structure.	D	4	L	Fall-arrest documentation to be handed over to tower owner.	
	8 Fall or injury when accessing antenna mounting positions	D	1	S	Structure is 450mm wide so all antennas are easily accessible.	D	4	L	Antenna mount design is by others. Residual risk to be controlled by appropriate JHA's.	
	9 Fall or injury when accessing feeder cables	D	1	S	Feeder cables located on cable brackets on face of the tower and can be accessed from climbing face.	D	4	L		
	10 Fall or injury when climbing structure	D	1	S	Compliant ladder with fall-arrest device provided.	D	4	L	Note that climbing harness and cable sleeve not supplied with fall-arrest device. Climbing past the torsional stabiliser will require a double lanyard & temporary detachment from the fall-arrest system.	
	11 Fall or injury when repairing surface coatings	D	1	S	Structure to be galvanized in accordance with Ausrtalian Standards to prevent premature degradation and the need to undertake premature repair works and maintenance.	D	4	L		

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							APPR: C.J.C	DATE: 16-12-20				
REFERENCE DRAWINGS	REF	B A	ISSUED FOR CONSTRUCTION ISSUED FOR REVIEW	BY C.J.C D.T	DATE 16-12-20 15-12-20		DRAWN: D.T	DATE: 15-12-20	SCALE: (A3) N.T.S	DWG. No. RJ12748-4-SD1	VER. 110 3	REV. B

Attachment 6: General Antenna Information

ePMP™ 3000 Sector Antenna



Cambium Networks has deployed more than five million radios around the world achieving unparalleled degrees of scalability. Continuing the tradition of designing and manufacturing industry leading antenna solutions, the ePMP 3000 4X4 sector antenna encompasses all the key differentiations of the Cambium Antenna line and adds 4X4 Multi User MIMO Capability. Designed to work in 5 GHz spectrum and 90 degree coverage, the antenna is an integral part of the ePMP 3000 Access Point and allows for Multi User MIMO Operation.

KEY DEPLOYMENT ADVANTAGES

- **Frequency Re-use:** Designed for ABAB channel re-use (two channels covering four sectors), the sector antenna has a minimum 30 dB front to back ratio over a wide rear facing aperture.
- **Channel Flexibility:** Consistent gain from 4.9 to 6.0 GHz allows the operator to select a channel anywhere in the band and achieve the expected performance.
- **Consistent Coverage:** Excellent null fill capabilities of the antenna allow for broad geographical coverage within a sector even near the base of the tower and the edges of the sector.
- **Designed for the Installer:** Small, compact design, integrated ePMP radio mount and GPS antenna integration.
- **Predictable Performance:** The sector antenna is integrated into Cambium Networks LINKPlanner. The 3D model shows coverage at all elevations and across the azimuth.

KEY SPECIFICATIONS:

- 17 dBi gain
- 4.9 to 5.97 GHz spectrum
- 30 dB front to back ratio
- IP 65 ruggedization

SPECIFICATIONS

ePMP 3000 SECTOR ANTENNA

Model Number	C050910D301A
Frequency Range	4.9 GHz to 5.97 GHz
Gain	17 dBi
3 dB Beamwidth - Azimuth	70 degrees
3 dB Beamwidth - Elevation	6 degrees
Electrical Downtilt	-2 degrees
Polarization	2X Horizontal, 2X Vertical

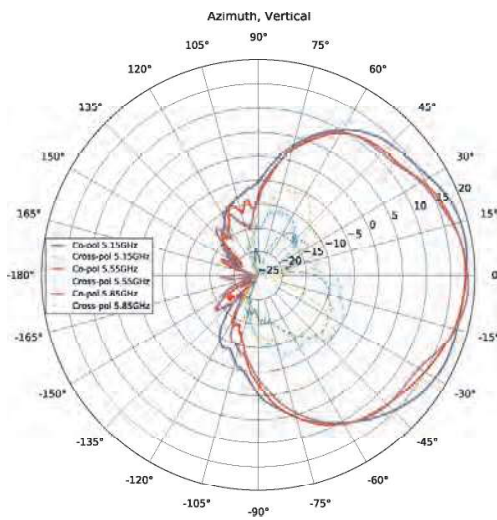
SPECIFICATIONS

ePMP 3000 SECTOR ANTENNA

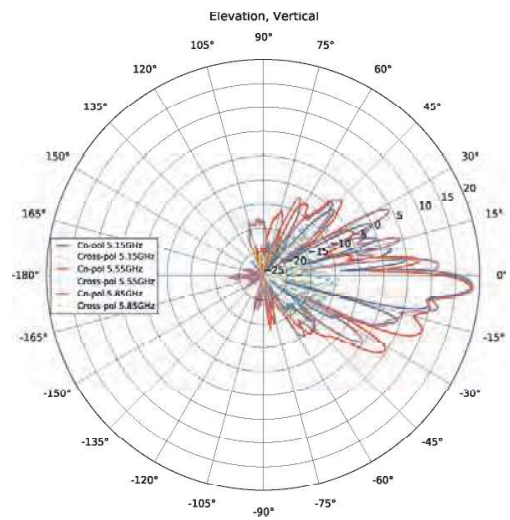
Model Number	C050910D301A
Port-to-Port Isolation	> 20 dB
Front-to-Back Ratio	30 dB
Maximum Input Power	5 W
Input Impedance	50 ohms
Mounting Connectors	4 x RP SMA
Mounting Hardware	Included for mounting to mast diameters 2" to 4" (5 cm to 10 cm) -10 to +5 degree tilt Hardware included to connect ePMP access point to back of antenna body
Physical Dimensions	Antenna Body: 23.4" (H) x 9.6" (W) x 3.25" (D) (594 mm x 157 mm x 110 mm)
Weight	Antenna Body: 8.0 lbs, 3.7 kg w/ ePMP 3000 Access Point and Mounting Brackets: 13.8 lbs, 6.3 kg
Environmental	IP65
Radome Material	UV Protected ABS
Operating Temp	-40°C to 60°C (-40°F to 140°F)

ANTENNA PATTERNS

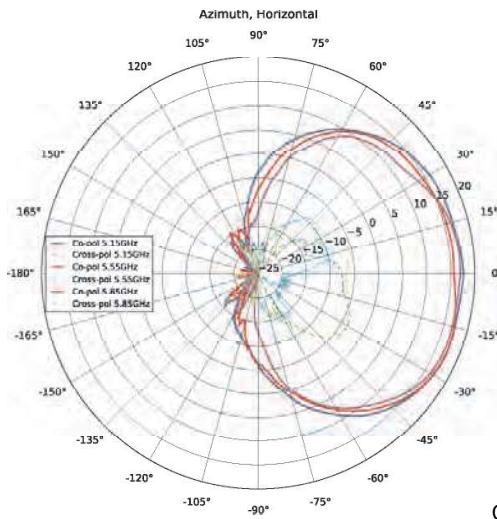
Channel 0 Vertical Polarization Azimuth



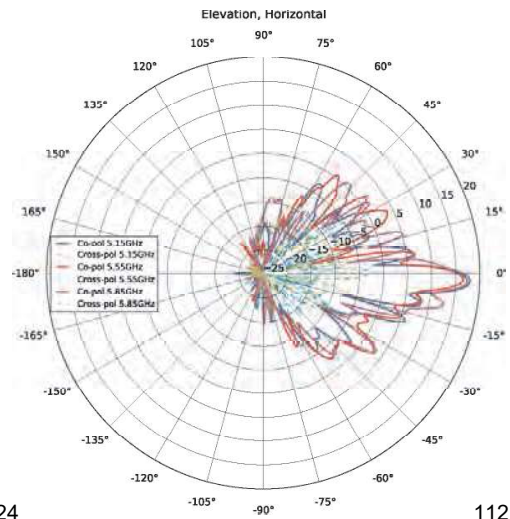
Channel 0 Vertical Polarization Elevation



Channel 1 Vertical Polarization Azimuth

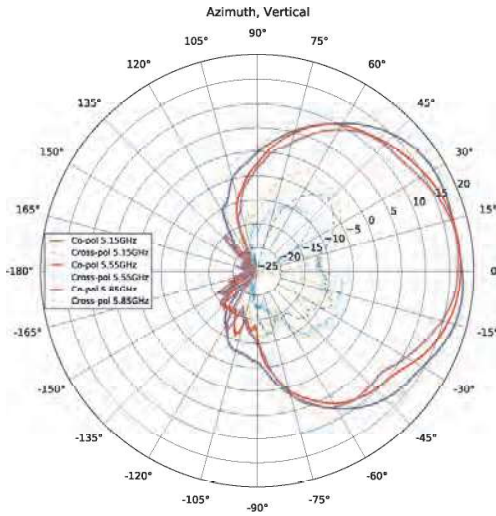


Channel 1 Vertical Polarization Elevation

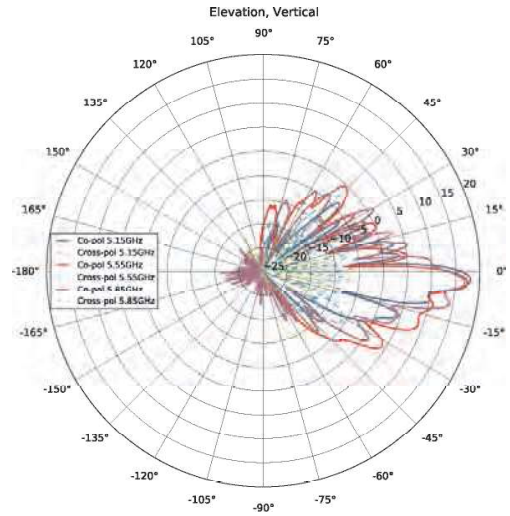


ANTENNA PATTERNS

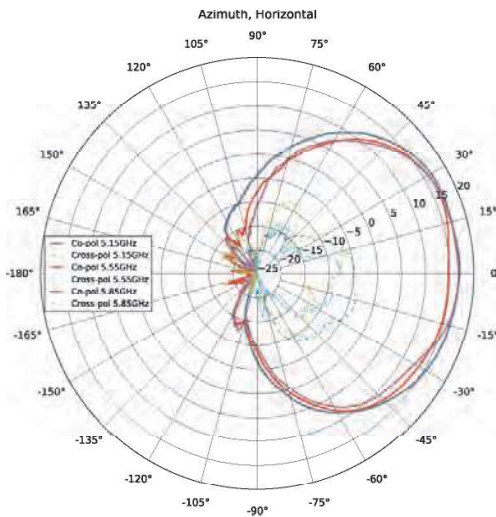
Channel 2 Vertical Polarization Azimuth



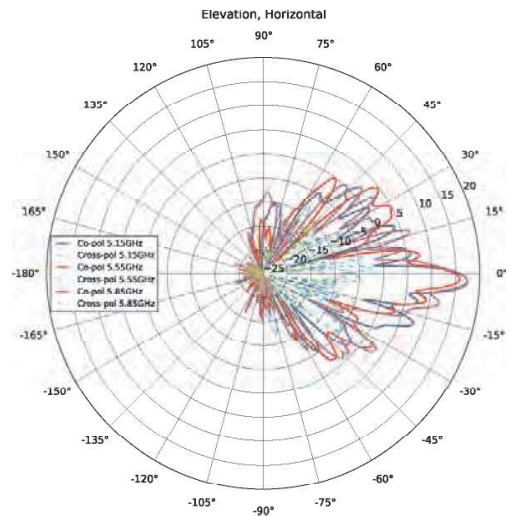
Channel 2 Vertical Polarization Elevation



Channel 3 Vertical Polarization Azimuth



Channel 3 Vertical Polarization Elevation





5.25 - 5.85 GHz High Performance Dual Pole Parabolic Reflector Antenna

High Performance Dual Pole Parabolic Reflector Antennas from Cambium Networks are well-suited for deployment with any of the sub-6 GHz PTP products. They are engineered to provide ETSI class 2/3 radiation pattern performance as well as excellent gain. Field-proven preassembled antennas and robust pole mounts ensure “set and forget” installation with minimal post installation maintenance. The included radome ensures robust and reliable performance under the most challenging conditions.

FEATURES AND BENEFITS:

- High Performance ETSI Class 2/3* Parabolic Antennas - Excellent performance for a wide range of applications
- Fully Preassembled at the Factory - Simplifies installation on site and guarantees “factory tested” quality
- Industry leading 7year warranty
- Suitable for deployment with PTP 650, PTP 670, PTP 700 and PTP 450i connectorized radios.
- Fully supported in LINKPlanner™ providing accurate predictions of PTP link performance and availability. LINKPlanner™ is available at no charge from the support website at cambiumnetworks.com.

*ETSI Class depends on frequency band



SPECIFICATIONS

GENERAL

Antenna Type	High Performance Parabolic Reflector Antenna
Size, nominal	2 ft (0.6 m); 3 ft (0.9 m); 4 ft (1.2 m)
Polarization	Dual
Standard RF Connector Type	N-Female

SPECIFICATIONS

ELECTRICAL	2 FT (0.6 M)	3 FT (0.9 M)	4 FT (1.2 M)
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Operating Frequency Band	5.25 - 5.85 GHz	5.25 - 5.85 GHz	5.25 - 5.85 GHz
Half Power Beamwidth, Horizontal	6.1 degrees	4.2 degrees	3 degrees
Half Power Beamwidth, Vertical	6.1 degrees	4.2 degrees	3 degrees
Cross-Polarization Discrimination	28 dB	30 dB	30 dB
Front to Back Ratio (F/B)	44 dB	46 dB	49 dB
Gain, Low Frequency	28.3 dB	31.8 dB	34.2 dBi
Gain, Mid Frequency	28.8 dB	32.3 dBi	34.7 dBi
Gain, High Frequency	29.3 dB	32.8 dBi	34.7 dBi
VSWR	1.5:1	1.5:1	1.5:1
Return Loss	-14 dB	-14 dB	-14 dB

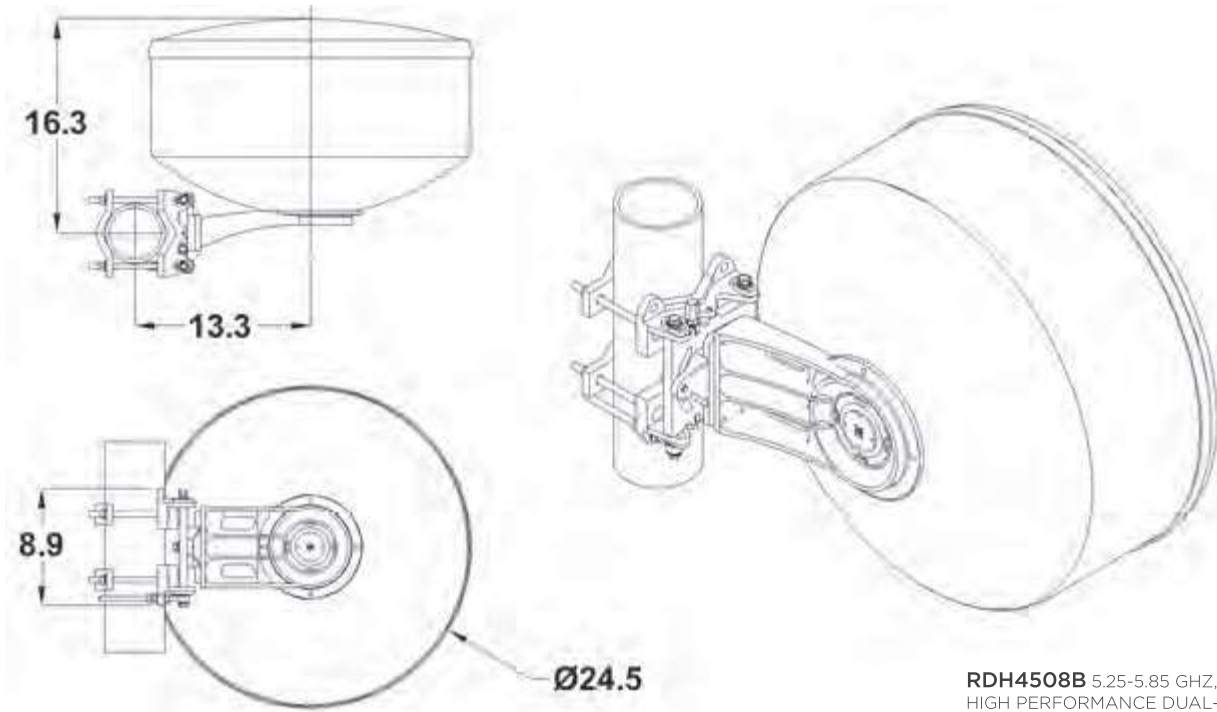
MECHANICAL	2 FT (0.6 M)	3 FT (0.9 M)	4 FT (1.2 M)
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Fine Azimuth Adjustment	+/- 10 degrees	+/- 10 degrees	+/- 10 degrees
Fine Elevation Adjustment	+/- 30 degrees	+/- 25 degrees	+/- 25 degrees
Mounting Pipe Diameter, Min	2 inch 5.08 cm	4.5 inch 11.4 cm	4.5 inch 11.4 cm
Mounting Pipe Diameter, Max	4.5 inch 11.4 cm	4.5 inch 11.4 cm	4.5 inch 11.4 cm
Net Weight	27 lbs 12.3 kg	50 lbs 12.3 kg	85 lbs 38.3 kg
Wind Velocity Operational	90 mph 145 km/h	90 mph 145 km/h	90 mph 145 km/h
Wind Velocity Survival Rating	125 mph 201 km/h	125 mph 201 km/h	125 mph 201 km/h
Axial Force (FA)	202 lbs 899 N	403 lbs 1972 N	737 lbs 3278 N
Side Force (FS)	100 lbs 445 N	200 lbs 890 N	365 lbs 1623 N
Twisting Moment (MT)	194 ft-lbs 263 Nm	344 ft-lbs 466 Nm	784 ft-lbs 1063 Nm
Operating Temperature Range	-40 to +60 C	-40 to +60 C	-40 to +60 C
Max Pressure, PSIG, (if waveguide interface)	5	5	5

REGULATORY COMPLIANCE

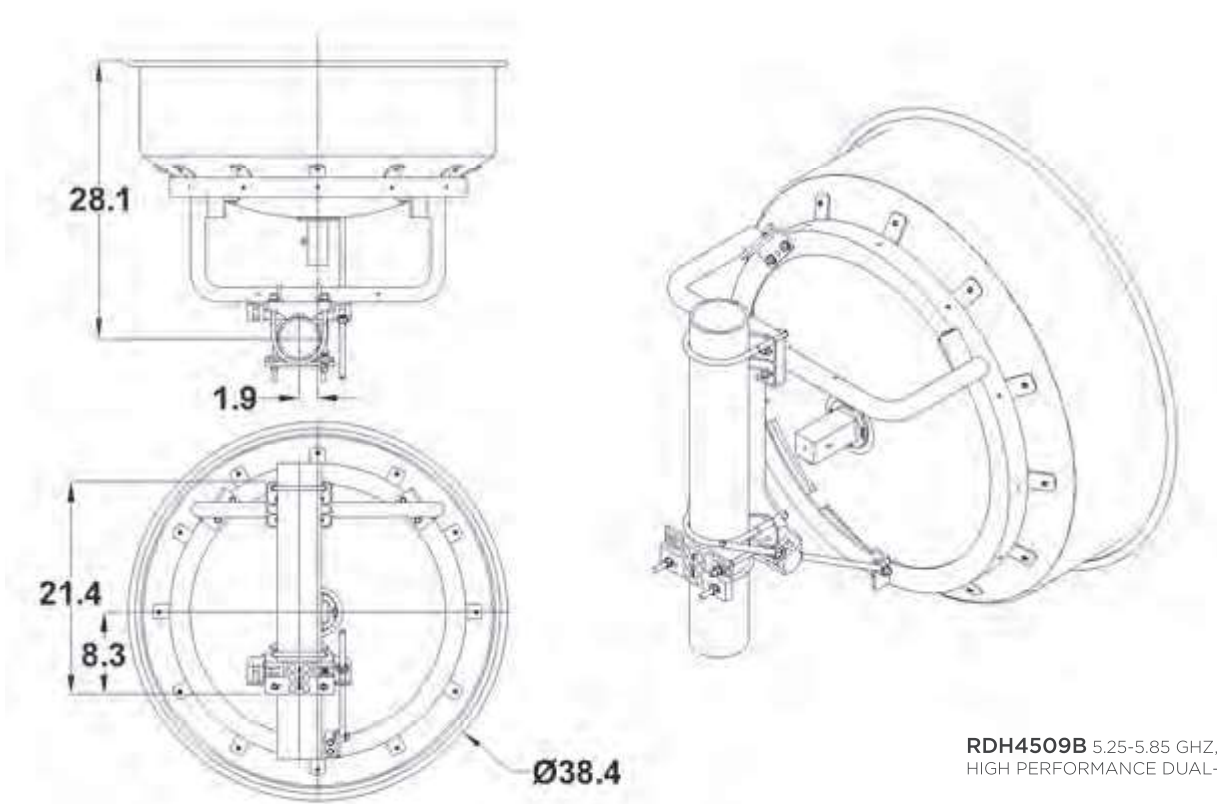
RoHS-compliant	Yes	Yes	Yes
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SHIPPING INFORMATION	2 FT (0.6 M)	3 FT (0.9 M)	4 FT (1.2 M)
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Package Type	Cardboard	Wood Crate	Wood Crate
Gross Weight	48 lbs 28.7 kg	143 lbs 69.8 kg	196 lbs 88.9 kg
Dimensions, L x W x H	31 x 31 x 25in 79 x 79 x 64 cm	47 x 28 x 48in 119 x 71 x 122 cm	59 x 35 x 60in 180 x 89 x 152 cm
Shipping Volume	13.9 cu ft 0.39 cu m	36.56 cu ft 1.04 cu m	71.7 cu ft 2.03 cu m

TECHNICAL DRAWINGS

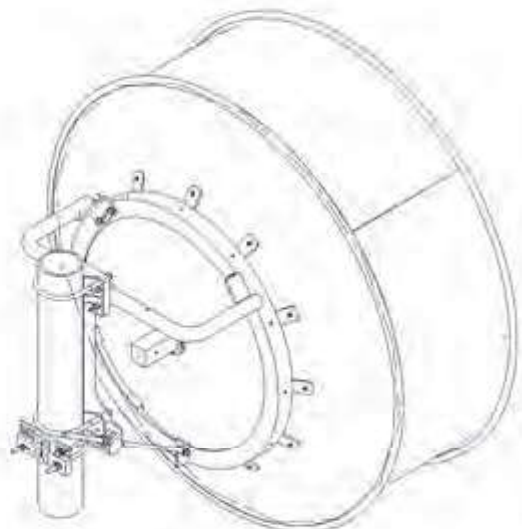
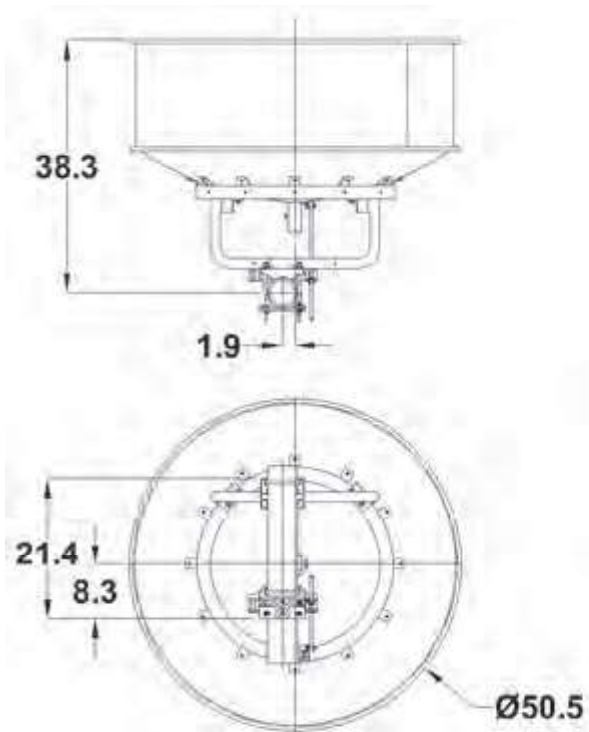


RDH4508B 5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL



RDH4509B 5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL

TECHNICAL DRAWINGS



RDH4510B 5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL

TECHNICAL SPECIFICATIONS

	PTP 820C	PTP 820C + PTP 820C HP	PTP 820G	PTP 820F	PTP 820E	PTP 850E
Supported Frequency	6-38 GHz	6-38 GHz	6-38 GHz	6-38, 79%, 84-86 GHz	79%, 84-86 GHz	79%, 84-86 GHz
Use in the Network	Compact all outdoor multi-core	Compact all outdoor multi-core	Self Mount or all indoor, multi-carrier options	Self Mount or all indoor, multi-carrier options	Multi-band with PTP 820C/S	Multi-band with PTP 820C/S
Transport Technology	All packet	All packet	Hybrid and/or all packet	Hybrid and/or all packet	All packet	All packet
IDM Interface	None	16 x E1/T1	16 x E1/T1	None	None	None
Modulation	QPSK to 2048 QAM w/ACM	QPSK to 2048 QAM w/ACM	QPSK to 4096 QAM w/ACM	QPSK to 4096 QAM w/ACM	QPSK to 1024 QAM w/ACM	BPSK to 312 QAM w/ACM
Channel Size	3.5 to 80 MHz	3.5 to 80 MHz	3.5 to 60 MHz	6.25 - 500 MHz	6.25 - 500 MHz	250 MHz to 2 GHz
Capacity (Layer 2)	679 Mbps	1.26 Gbps	527 Mbps, 1.08 Gbps	542 Mbps, 1.08 Gbps	24 Gbps	10 Gbps
Capacity with Multi-Layer Compression	833 Mbps	1.67 Gbps	833 Mbps (1+0) 1.67 Gbps (2+0)	1.69 Gbps (1+0) 3.2 Gbps (2+0)	24 Gbps (1+0) 48 Gbps (2+0)	10 Gbps (1+0) 20 Gbps (2+0)
Configuration	1+0, 1+1 HSB, 2+0	1+0, 1+1 HSB, 2+0	1+0, 1+1 HSB, 2+0 (E1/T1), 2+0 VPLC, 2+0 HCS, 2+0 SD	1+0, 1+1 HSB, 2+0, 2+0 V, 2+0 V, 1+1 HSB, 2+0 HSB	1+0, 2+0	1+0, 2+0 (PFC)
LOS/PMO	No	Yes, 4x4 or 2x2	No	No	No	No
VPLC	No	Yes	Yes	Yes	No	Yes
Ethernet Interface	1 x 10/100/1000Base-T and 2 x 1000Base-X or 10/100/1000Base-T	1 x 10/100/1000Base-T and 2 x 1000Base-X	4 x 1 Gbe (RJ-45/SFP) 1x 2.5T Gbps SFP	1x 10/100/1000Base-T-PoE 1x 10 Gbps SFP cage Optional 1 x 10/100/100 Base-T for 10 Gbps SFP cage	1x 10/100/1000Base-T for management	1x 2.5T Gbps SFP 1x 10 Gbps SFP 10 GE (SFP+) Optional QSFP+/40/100 GE or 1x40 or SFP+ (1x40 GE)
Management Interface	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100/100 Base-T for management	1 x 1 GE RJ-45 for management
Cellular	None	1 x 0B9	1 x 0B9	None	None	None
Dimensions (H x W x mm)	250 x 235 x 98	PTP 820C: 250x233x98 PTP 820C HP: 315x284x107	IDU 44x48x165 RU-D: 200x200x85 RU-U-HP: 319x286x107 RU-S: 270x204x5 RU-E: 220x98x75	IDU 44x48x165 RU-D: 200x200x85 RU-U-HP: 319x286x107 RU-S: 270x204x5 RU-E: 220x98x75	270x98x75 45 dB integrated antenna: 280x280x110	372x227x86 45 dB integrated antenna: 341x270x103
Environmental	-35°C to +55°C (-40°C to +160°C extended)	-35°C to +55°C (-45°C to +160°C extended)	IDU: -35°C to +55°C (-45°C to +160°C extended) RU-U: -35°C to +55°C (-45°C to +160°C extended) RU-A: -5°C to +55°C (-25°C to +125°C extended)	IDU: -35°C to +55°C (-45°C to +160°C extended) RU-U: -35°C to +55°C (-45°C to +160°C extended) RU-A: -5°C to +55°C (-25°C to +125°C extended)	-35°C to +55°C (-45°C to +160°C extended)	-35°C to +55°C (-45°C to +160°C extended)
Power Input	-48 VDC	-48 VDC	-48 VDC	-48 VDC	-48 VDC	-48 VDC
Power Output	-48 VDC or +24 VDC	-48 VDC or +24 VDC or +24 VDC	N/A	N/A	-48 VDC or +24 VDC	-48 VDC or +24 VDC
Power Budget	6-11 GHz: 40W; 13-38 GHz: 35W	Multi-Core Operation: PTP 820C: 6 GHz: 65W; 7 GHz: 75W; 11 GHz: 65W; 13-38 GHz: 35W; 6 GHz: 45W; 7-13 GHz: 45W; 13-38 GHz: 35W PTP 820C HP: 135W	IDU 48W maximum RU-U-HP: 130W/80W RU-S: 40W RU-E: 40W	IDU 48W maximum RU-U-HP: 130W/80W RU-S: 40W RU-E: 40W	48W Active 35W Standby	58W Active 47W Standby

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PTP 820/850

LICENSED ETHERNET MICROWAVE FOR MULTI-SERVICE NETWORKS



**Cambium
PTP 820/850**

A single platform serving all radio transport requirements.

PTP 820/850 is a point-to-point licensed microwave backhaul platform that integrates leading networking functionality with the industry's most advanced microwave technologies, creating a superior microwave transport solution.

Supporting licensed frequency bands ranging from 6 to 86 GHz, the PTP 820/850 series delivers a wide range of configurations to offer a tailored solution for any deployment scenario.

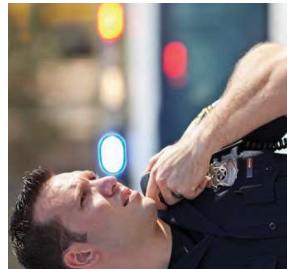
Composed of high-density multi-technology nodes and integrated rack units, the PTP 820/850 series offers flexibility in choosing all-indoor, split-mount, and all-outdoor configuration options. Exploiting unique Line of Sight (LOS) Multiple Input Multiple Output (MIMO) technology, modulation up to 4096 QAM and wider channel bandwidths ensures industry-leading throughput and spectral efficiency.

The PTP 820E/850E operate in E-Band radio providing throughput up to 20Gbps, this eliminates the need for future forklift upgrades, or major system overhaul by the network operator to deliver multi-gigabit-plus capacity.

PTP 820/850 also offers both Synchronous Ethernet (SyncE) and IEEE1588 synchronization protocols required for large ISP and MPLS networks.

Operations, Administration and Maintenance (O&M) tools coupled with a full suite of network and element management systems (NMS and EMS) simplify network provisioning and monitoring, reducing operators' total cost of ownership and enabling them to meet the most stringent service level agreements.

Combining technologies, equipment and services, PTP 820/850 enables network operators to meet accelerating demand for capacity cost-effectively under rapidly evolving conditions.



PUBLIC SAFETY



ENTERPRISE



WIRELESS CARRIER



WIRELESS INTERNET SERVICE PROVIDER

PTP 820/850 Product Series Highlights

- Licensed frequency bands 6-86 GHz
- Up to 4096 QAM, with T2-step hitless and errorless Adaptive Coding & Modulation (ACM) for high reliability
- Up to 20 Gbps bandwidth supported
- Multi-gigabit radio capacity with high spectral efficiency
- TDW and/or packet supporting legacy services and evolution to all-packet
- Integrated Ethernet Switch, MEF Carrier Ethernet 2.0 compliant, MPLS-TP-ready
- Header de-duplication for additional capacity boost
- Intelligent service-centric management utilizing QoS and advanced O&M capabilities
- Carrier-grade service resiliency (G.8032, M5TP)
- ITU-T Y.1731 Performance Management – MEF 35
- Integrated synchronization solution: Native/SyncE/IEEE 1588v2
- Lowest power consumption with adaptive green mode
- Low latency with unique frame cut through for latency sensitive services
- Industry-leading system gain

NOTES: The highlight feature may not apply to all PTP 820/850 platform.

LINKPlanner

LINKPlanner is a free, easy-to-use link design tool that allows network operators to easily and quickly design networks. Microsoft® Windows® and Intel®-based Mac® versions of LINKPlanner can be downloaded from Cambium Networks' support pages.

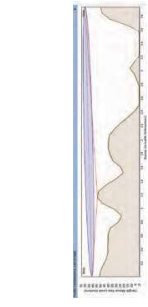
Key LINKPlanner features:

- Design a five-nines-reliable wireless link
- Plan and optimize a single link or multiple links simultaneously
- Perform calculations for both licensed and unlicensed products
- Automatically load path terrain profiles and environmental factors such as rain fade
- Display a comprehensive overview of your entire point-to-point wireless network via Google® Earth
- Generate reports that validate projected performance and serve as time-saving deployment guidelines
- Create bills of material for point-to-multipoint and point-to-point networks including accessories

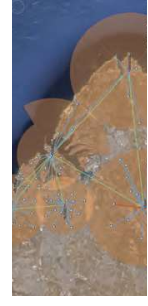
About Cambium Networks

Cambium Networks is a leading global provider of wireless connectivity solutions that strengthen connections between people, places and things. Specializing in providing an end-to-end wireless fabric of reliable, scalable, secure, cloud-managed platforms that perform under demanding conditions, Cambium Networks empowers service providers and enterprise, industrial and government network operators to build intelligent edge connectivity. Cambium Networks' commitment to continuous innovation in wireless access is demonstrated in the millions of radios deployed in thousands of networks that benefit communities around the world. Team members also contribute to social responsibility activities to serve the communities in which they live. Headquartered outside Chicago and with R&D centers in the U.S., U.K. and India, Cambium Networks sells through a range of trusted global distributors.

www.cambiumnetworks.com



PATH PROFILE WITH OBSTRUCTIONS



GOOGLE EARTH NETWORK VIEW



MAP OF THE SITES AND LINKS IN THE PROJECT

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9.2.2 LRCI Phase 4 Allocation to Projects

Applicant:	Shire of Cuballing
File Ref. No:	ADM153
Disclosure of Interest:	N/A
Date:	17 April 2024
Author:	Stan Scott - CEO
Attachments:	Nil

Summary

Council is requested to finalise allocation of Local Roads and Community Infrastructure Program (LRCI) funds to projects for the coming year.

Background

At the March 2024 OCM Council allocated \$50,000 of LRCI funds to the construction of a pathway between the Dryandra Regional Equestrian Centre to Allton Street. Council also acknowledged that reconstruction of Darcy Street would be a high priority for roads funds.

LRCI – Stage 4

The Shire has been allocated funds under LRCIP Phase 4:

The total maximum amount of the Shire's Phase 4 Grant is **\$390,686**, comprised of:

- **Part A - \$247,768** for approved local road and community infrastructure projects; and where applicable,
- **Part B - \$142,918** for approved road projects:

The first 75% of these grant amounts will be remitted to the shire when the Shire submits its Works Schedule. To receive the full grant the Works Schedule must be submitted by **31 Dec 2024**.

The Phase 4 LRCI funding has not been included in the 2023-24 budget. We had 2 years to spend the money and, given that we have not yet completed the phase 3 projects, spending some time planning would not be wasted. We have sought an extension in relation to Phase 3 projects because work is still outstanding on the Popanyinning School House.

We have submitted a project proposal in relation to the Pathways Project to allow work to commence this financial year. When project proposals have been submitted for the balance of the funds 75% of the funds will be remitted to the Shire.

From the Grant guidelines Part A funding can be used for:

All projects whether carried out on council owned land, or another type of public land, must deliver direct benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- *Closed Circuit TV (CCTV);*
- *bicycle and walking paths;*
- *painting or improvements to community facilities;*
- *repairing and replacing fencing;*
- *improved accessibility of community facilities and areas;*
- *landscaping improvements, such as tree planting and beautification of roundabouts;*

- *picnic shelters or barbeque facilities at community parks;*
- *community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);*
- *playgrounds and skate parks (including all ability playgrounds);*
- *noise and vibration mitigation measures;*
- *off-road car parks (such as those at sporting grounds or parks); and*
- *projects that support the transition to Net Zero for council owned assets*

Proposal

Phase 4 – Part B - \$142,918

Council has already discussed using the Part B roads funding for improvements to Darcy Street between Ridley Street and Spring Hill Road. This is likely to cost more than the \$142,918 of the Part B allocation and will likely need additional funds. Though detailed costings have not yet been completed the expected cost will be in the order of \$200,000. It is proposed to top up the project with part A funds.

Phase 4 – Part A - \$247,768

Pathways Project - \$50,000

Council resolved at its March 2024 OCM to allocate funds to the pathway Project.

Darcy Street - \$57,083

This is the balance of the funds to make up the \$200,000 anticipated cost of the Darcy Street Project.

Cuballing Agricultural Hall Kitchen - \$60,000

Council has already made a substantial investment in improvements in the hall. This has included air conditioning, asbestos removal, disabled access and electrical upgrades. Upgrading the kitchen would be the final step in improving the usability of our premier civic premises.

Popanyinning Recreation Grounds - \$80,686.

Council has identified that the Popanyinning Fire Shed is not fit for purpose. We have had discussions with DFES and funding for a new fire shed is possible in the next 2 or 3 years, but will rely on the Shire being able to identify a suitable location. The Department of Planning Lands and Heritage has advised us that public land (vacant crown land and reserves vested in the state) cannot be released until the allocation of lands under the Southwest Native Title Settlement have been finalised. This may take some time.

This means that if the Shire wishes to proceed with a new fire shed before the native title settlement process is complete, it will need to identify suitable land within its control that could be used for a fire shed.

The Shire of Cuballing’s land holdings in Popanyinning are minimal and consist of the recreation ground and resting place (Popanyinning Oval) and McGarrigal Park Playground at 106-108 Francis Street Popanyinning.

McGarrigal Park would be the most suitable site for a new Fire Shed. A replacement playground could be established at the Popanyinning Recreation Ground. A like for like replacement would include a playground, shade shelter and cricket net. There is already a basketball court, so the basketball hoop would not need to be replaced. There is a shade shelter that could be relocated.

As part of the project other minor improvements could also be considered, such as lighting for the public toilet and public barbeque. A complete project plan would be provided to match the budget.

The consolidated project list would be as follows:

Project	Phase / Part	Allocation
Darcy Street	Phase 4 - Part B	\$142,918
Darcy Street	Phase 4 - Part A	\$57,082
Darcy Street Total	Phase 4 - Parts A & B	\$200,000
Multi Use Path	Phase 4 - Part A	\$50,000
Cuballing Agricultural Hall – Kitchen Replacement	Phase 4 - Part A	\$60,000
Popanyinning Recreation Ground – Facilities upgrade	Phase 4 – Part A	\$80,686
Total Funds	Phase 4 - Parts A & B	\$390,686

Considerations

The LRCI Phase 4 work schedule must be finalised by December 2024 and the funds must be expended by 30 June 2025.

The Commonwealth will remit the first 75% (\$293,000) of allocated funds when the project schedule has been submitted.

Strategic Implications

The 2023 SCP (if adopted) identifies as a key priority:

Social

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

Governance

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

Statutory Environment

Allocation of funds to a project not included in the Annual Budget will require an absolute majority decision. The proposed allocations will be included in the budget. Funds received prior to the end of the financial year will be recognised as restricted cash.

Policy Implications Nil

Financial Implications

Projects funded under LRCI must be completed by 30 June 2025. There is no word yet as to whether there will be a further allocation or a replacement program for 2025-26 and beyond.

Economic Implication Nil

Environmental Considerations Nil

Consultation Nil

Discussion

This is now the 4th allocation of Local Roads and Community Infrastructure Program (LRCIP) funds. Previous phases have been expended as follows:

Round 1	Description	Year	Value
	LRCI Phase 1		\$247,768
Project 1	Congelin Road Culvert renewal	2020/2021	\$35,856
Project 2	Administration Building Disability Access	2020/2021	\$62,833
Project 3	Repaint Cuballing Town Hall exterior	2020/2021	\$14,400
Project 4	Cuballing Hall Drainage	2020/2021	\$25,879
Project 5	Yornaning Dam Playground / Shade sail	2020/2021	\$35,000
Project 6	Popanyinning Main Street refurbishment	2020/2021	\$73,800
Round 2	Description	Year	Value
	LRCI Phase 2		\$187,522
Project 1	Admin Office Refurbishment	2021/2022	\$73,211
Project 2	Popanyinning Main Street refurbishment	2021/2022	\$114,311
Round 3	Description	Year	Value
	LRCI Phase 3 and 3+		\$495,536
Project 1	Disability Access Admin Office & carport	2022/2024	\$84,998
Project 2	Cuballing Ag Hall	2022/2024	\$117,920
Project 3	Cuballing CWA hall	2022/2024	\$248,618
Project 4	Popanyinning School	2022/2024	\$37,000
Project 5	Cuballing Niche Wall	2022/2024	\$7,000

Council has been able to allocate funds to important community projects over the life of the program, with benefits to both Cuballing and Popanyinning communities.

Options

Council is asked to resolve, by absolute majority, the allocation of funds to LRCIP funds to projects. It is possible to change the allocation at some point in then future. Funds will not be released until all funds have been allocated to projects.

Voting Requirements – Absolute Majority

OFFICER’S RECOMMENDATION:

1. That Council Allocates LRCI Phase 4 Part A funds as follows:

Darcy Street	\$57,082
Multi Use Path	\$50,000
Cuballing Agricultural Hall Kitchen Replacement	\$60,000
Popanyinning Recreation Ground Facilities upgrade	\$80,686

2. That Council Allocates LRCI Phase 4 Part B funds as follows:

Darcy Street	\$142,918
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3. That Council nominates 106-108 Francis Street Popanyinning (McGarrigal Park) as the site for a future fire shed for Popanyinning.

9.2.3 Firebreak Order 2024-25

Applicant:	N/A
File Ref. No:	ADM213
Disclosure of Interest:	Nil
Date:	8 May 2024
Author:	Stan Scott - CEO
Attachments:	Nil
	9.2.3A draft Firebreak Notice 2024-25

Summary

Council is to consider the adoption of the Firebreak Order 2024-25.

Background

The Shire of Cuballing's Bush Fire Advisory Committee (BFAC) held a meeting on Wednesday 9 April 2024. This meeting endorsed the changing firebreak orders to include the requirement for townsite and rural residential lots to have both firebreaks and be cleared of all debris and flammable material to a height not more than 50mm. Council is requested to adopt the revised firebreak order.

Comment

The Firebreak Notice 2024-25 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season.

The draft Firebreak Notice 2024-25, included at Attachment 9.2.3A, is very similar to that from previous years.

Upon approval by Council the Firebreak Notice 2024-25 will be:

1. made publicly available on Council's website; and
2. incorporated into a pamphlet with other fire prevention information. Council will provide this pamphlet:
 - a. to local residents by direct mail at Cuballing and Popanyinning Post Offices;
 - b. to absentee owners by addressed mail; and
 - c. from the Shire Office counter.
3. Published in the Government Gazette and the Cuby News.

The Firebreak Notice 2024-25 pamphlet will be reviewed to improve readability.

The proposed changes from the previous Firebreak Order are:

1. Include in the definition of a firebreak the requirement that vegetation and obstructions above a firebreak be cleared to a height of 4 metres. This will allow for the firebreak to be used by a fire appliance. This is then consistent with the illustration included in the pamphlet.



2. For Townsites and Rural Residential Land

Replace the existing requirements:

All town lots under 2,024 m² (½acre) in area and all fuel depots within the Shire are required to be cleared of all debris and flammable material to a height not more than 50mm.

All lots or combination of lots that comprise of one holding and having an area of 2,024m² (½ acre) or greater shall be either clear of all inflammable material or have a firebreak 2.5 metres wide free of all inflammable material provided inside and along all external boundaries.

With the following, noting that the change will require larger lots to clear and slash vegetation and install firebreaks – not one or the other.

All town lots under 2,024 m² (½acre) in area and all fuel depots within the Shire are required to be cleared of all debris and flammable material to a height not more than 50mm.

*All lots or combination of lots that comprise of one holding and having an area of 2,024m² (½ acre) or greater shall be **cleared of all debris and flammable material to a height not more than 50mm.and have a firebreak 2.5 metres wide free of all inflammable material provided inside and along all external boundaries.***

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023 Council has identified the need for an enhanced focus on Emergency Management

Statutory Environment

Bush Fires Act 1954

- 33. Local government may require occupier of land to plough or clear fire break
 - (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by

publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the Interpretation Act 1984.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Penalty: \$5 000.

- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
 - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.
- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
- (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount; and

- (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 —
- (a) requiring owners and occupiers of land in its district to clear fire breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire breaks clear of inflammable matter;
 - (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply mutatis mutandis as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
- (7) Nothing in this section authorises a local government —
- (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
 - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
- (a) a debt due from each subsequent owner in succession; and
 - (b) a charge against the land with the same consequences as if it were a charge under the Local Government Act 1995 for unpaid rates; and
 - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section —
owner or occupier of land includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Policy Implications – Nil

Financial Implications

Council will develop the Fire Break Notice into a pamphlet with other fire prevention information. This information will be direct mailed to every resident receiving mail from a Shire of Cuballing post offices and to every ratepayer with a mailing address outside the Shire of Cuballing.

The Shire presently engages the Shire of Narrogin Ranger Services for animal control. The CEO has confirmed that the same service can be engaged for enforcement of the firebreak order. That will of course come at a cost.

Economic Implication

The risk of fire is a significant economic risk for local rural producers. These is also a compliance cost for landowners, but this is outweighed by mitigation of fire risks.

The Shire has applied for mitigation funding to reduce the fire risk on Shire controlled land in townsites and is engaging with DFES

Social Implication

Fire is a significant community risk for local communities.

Environmental Considerations

Fire is a significant risk for the local environment.

Consultation

Council's BFAC have endorsed the proposed considered the draft Firebreak Order 2024-25.

The Shire will extensively advertise the adopted Fire Break Order 2024-25

At the community meeting on 20 February 2024 to discuss the spate of deliberately lit fires in Cuballing during the fire season, one of the issues raised was the fire risk associated with properties that had not been adequately prepared. The CEO advised the meeting that:

- The firebreak order would be reviewed to make it more effective;
- We would seek to improve enforcement in townsites through Narrogin Rangers;
- We would seek funding for increased mitigation on Shire land; and
- Engage with DFES to ensure that State controlled land would also be treated.

This resolution is part of that undertaking to the community.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. an amended resolution that includes alternative conditions included in the draft Firebreak Notice 2024-25. Council should also include reasons for differing from the Officer's and BFAC's recommendation.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Adopts the draft Firebreak Order 2024-25 as included at Attachment 9.2.6A.**
- 2. Notes that Shire of Narrogin Rangers will be engaged to assist with education and enforcement of the Firebreak Order in townsites.**

SHIRE OF CUBALLING

Draft FIREBREAK ORDER 2022/23

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954 you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this Notice, to the satisfaction of Council or its duly authorised officers.

This work must be carried out by 31st October 2022, or within 14 days of becoming the owner or occupier should this be after that date, and kept maintained throughout the summer months until 15th May 2023.

Persons who fail to comply with the requirements of this notice may be issued with an infringement notice or prosecuted. Where the owner fails to comply with the requisitions of the notice, Council or its duly authorised officers will carry out the required work at the cost of the owner or occupier.

If it is considered for any reason to be impractical to clear firebreaks or remove flammable materials as required by this notice, or if natural features render firebreaks unnecessary, you may apply to the Council in writing not later than the 15th October for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted by Council, you shall comply with the requirements of this notice.

A FIREBREAK is a strip of land that has been cleared of all trees, bushes and grasses and any other object or thing or flammable material leaving clear earth. **This includes the trimming back of all overhanging trees, bushes, shrubs and any other object or thing over the fire break area to a height of 4 metres.**

RURAL LANDS

Firebreak not less than 2.5 metres wide must be established along, inside and within 20 metres of the external boundary of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road.

In the interest of protection from soil erosion, firebreaks may be established on the land contours but only with prior approval of the Council or its duly authorised officer.

An area 4 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.

BUILDING AND HAYSTACKS:

A firebreak of at least 4 metres wide and not more than 40 metres from the perimeter of all buildings (including temporary dwellings e.g. caravans) and/or haystacks or groups of buildings and/or haystacks so as to completely surround the buildings, haystacks and/or fuel dumps. Any fodder being stored within 100 metres of a building must have a 20 metre break around.

BULLDOZED BUSH:

A firebreak 20 metres wide shall be maintained immediately inside the external boundaries of all land which has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether it is intended to burn the bush or not).

155A

STATIONARY PUMPS/MOTORS:

A firebreak 4 metres wide shall be cleared and maintained around all stationery pumps and motors.

HARVESTING OPERATIONS:

During the period when harvesting operations are being conducted, there shall be provided in the same paddock or within 400 metres of that paddock an operational independent mobile fire fighting unit having a water capacity of not less than 650 litres. The tank of the unit shall be kept full of water at all times during the harvest operations. The responsibility to supply the unit being that of the land owner.

HARVEST BANS AND OTHER BANS:

Permitted activity: Loading and offloading of grain and fertiliser is only permitted on sites which have been cleared of all inflammable material, save live standing trees, to a radius of at least 50 metres with a laneway access similarly cleared to a minimum of 4 metres. A mobile fire fighting unit should be in attendance at all times where possible.

OPERATION OF PLANT AND MACHINERY:

During the restricted and prohibited burning times, all harvesters and trucks carting grain shall not be operated on rural land unless fitted with a fire extinguisher.

PADDOCK BURNS:

At any time throughout the year, where a landowner intends to burn paddocks, the following must be provided to prevent the escape of fire:

1. Firebreak 2.5 metres wide, clear of all inflammable material, completely surrounding the area to be burnt; and
2. An operational fire fighting unit having a capacity of not less than 650 litres.

A Permit To Burn may also be required. Contact your Fire Control Officer for details.

TOWNSITES AND RURAL RESIDENTIAL LAND

All town lots under 2,024 m² (½acre) in area and all fuel depots within the Shire are required to be cleared of all debris and flammable material to a height not more than 50mm.

All lots or combination of lots that comprise of one holding and having an area of 2,024m² (½ acre) or greater shall be **cleared of all debris and flammable material to a height not more than 50mm.and have a firebreak 2.5 metres wide free of all inflammable material provided inside and along all external boundaries.**

9.2.4 Appointment of Fire Control Officers – 2024-25

Applicant: N/A
File Ref. No: ADM081
Disclosure of Interest: Nil
Date: 8 May 2024
Author: Stan Scott - CEO
Attachments: 9.2.4A Minutes of Bush Fire Advisory Committee 9 April 2024

Summary

Council is to consider appointments of Fire Control Officers on the recommendation of the Shire of Cuballing’s Bush Fire Advisory Committee.

Background

The Shire of Cuballing considers annually the appointment of Fire Control Officers (FCO) recommended by the Shire of Cuballing’s Bush Fire Advisory Committee (BFAC). The Minutes of the April 2023 BFAC Meeting are included at Attachment 9.2.4A

Comment

The latest BFAC Meeting made the following recommendations to Council regarding the appointment of FCO’s for the 2024-25 bush fire season:

6. ELECTION OF OFFICERS

6.1 CHIEF BUSH FIRE CONTROL OFFICER – Anthony Mort

6.2 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER – Brayden Potts

6.3 FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

Cuballing Town FCO:	Daniel Christensen
Cuballing East FCO:	Mike Burgess Rob Harris
Cuballing West FCO:	Nelson Young Jason Quartermaine
Popanyinning Town FCO:	Tamara Allen Chris Gillingham
Popanyinning East FCO:	Duncan Patten Graeme Dent
Popanyinning West FCO:	Brayden Potts Dougal Haslam
Yornaning	Shaun Wittwer

6.4 DUAL FIRE CONTROL OFFICERS

Shire of Narrogin	B Potts
Shire of Wickelup	M Burgess
Shire of Pingelly	D Patten
Shire of Wandering	B Potts/ D Haslam
Shire of William	N Young/ J Quartermaine

6.5 FIRE WEATHER OFFICERS

1. Anthony Mort
2. Rob Harris
3. B Potts

Fire Weather Officers have the authority to approve Burning Permits when the Fire Behaviour Index is high or above. The appointments are in order of seniority.

The Shire of Cuballing will consider nominations made to the Shire of Cuballing by neighbouring local governments for FCO's of those neighbouring shires to serve as Dual FCO's in the Shire of Cuballing as they are received.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023 Council has identified the need for an enhanced focus on Emergency Management.

Statutory Environment

Bush Fires Act 1954

S 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Section 38 goes on to say, in relation to ***Fire Weather Officers***

- (6) In this section —

approved local government means a local government approved under subsection (7) by the FES Commissioner.

(7) If it appears to the FES Commissioner that the standard of efficiency of a local government in fire prevention and control justifies the FES Commissioner doing so, the FES Commissioner, by notice published in the *Government Gazette* —

- (a) may approve the local government as one to which subsections (6) to (18) apply; and
 - (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.
- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the FES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the FES Commissioner shall cause notice of the appointment to be published once in the *Government Gazette*.
- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.
- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme" or "high", and upon the authority being given the person, if the person has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (18) Subsections (6) to (18) do not authorise the burning of bush —
 - (a) during the prohibited burning times; or
 - (b) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

<u>Policy Implications</u> -	Nil
<u>Financial Implications</u> –	Nil
<u>Economic Implication</u> –	Nil
<u>Social Implication</u> –	Nil

Environmental Considerations – Nil

Consultation

Council has received a recommendation on the appointment of FCO's from the Shire of Cuballing BFAC.

It should be noted that since the BFAC Meeting Chris Gillingham has resigned as Brigade Captain and FCOI for the Popanyinning Brigade.

Options

Council may resolve to support the officers recommendation in whole or in part.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council, for the 2024-25 bush fire season makes the following appointments

1. CHIEF BUSH FIRE CONTROL OFFICER – Anthony Mort
2. DEPUTY CHIEF BUSH FIRE CONTROL OFFICER – Brayden Potts
3. FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

Cuballing Town FCO:	Daniel Christensen
Cuballing East FCO:	Mike Burgess
	Rob Harris
Cuballing West FCO:	Nelson Young
	Jason Quartermaine
Popanyinning Town FCO:	Tamara Allen
Popanyinning East FCO:	Duncan Patten
	Graeme Dent
Popanyinning West FCO:	Brayden Potts
	Dougal Haslam
Yornaning	Shaun Wittwer
4. DUAL FIRE CONTROL OFFICERS

Shire of Narrogin	B Potts
Shire of Wickepin	M Burgess
Shire of Pingelly	D Patten
Shire of Wandering	B Potts/ D Haslam
Shire of William	N Young/ J Quartermaine
5. FIRE WEATHER OFFICERS
 1. Anthony Mort

2. Rob Harris
3. B Potts

6. Authorise the CEO to appoint additional or replacement Fire Control Officers as required.

7. Authorise the CEO to appoint FCO's so nominated by neighbouring Shires as Dual Fire Control Officers.

OFFICER'S RECOMMENDATION 1

That Council, for the 2024-25 bush fire season makes the following appointments

1. CHIEF BUSH FIRE CONTROL OFFICER – Anthony Mort

2. DEPUTY CHIEF BUSH FIRE CONTROL OFFICER – Brayden Potts

3. FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

Cuballing Town FCO: Daniel Christensen

Cuballing East FCO: Mike Burgess

Rob Harris

Cuballing West FCO: Nelson Young

Jason Quartermaine

Popanyinning Town FCO: Tamara Allen

Popanyinning East FCO: Duncan Patten

Graeme Dent

Popanyinning West FCO: Brayden Potts

Dougal Haslam

Yornaning Shaun Wittwer

4. DUAL FIRE CONTROL OFFICERS

Shire of Narrogin B Potts

Shire of Wickepin M Burgess

Shire of Pingelly D Patten

Shire of Wandering B Potts/ D Haslam

Shire of William N Young/ J Quartermaine

5. FIRE WEATHER OFFICERS

1. Anthony Mort

2. Rob Harris

3. B Potts

6. Authorise the CEO to appoint additional or replacement Fire Control Officers as required.

- 7. Authorise the CEO to appoint FCO's so nominated by neighbouring Shires as Dual Fire Control Officers.**

OFFICER RECOMMENDATION 2

That Council notes the outcomes of the BFAC meeting including a proposal that is under development that would split the East and West of the Shire for the purposes of Harvest and Vehicle Movement Bans.

SHIRE OF CUBALLING
BUSH FIRE ADVISORY COMMITTEE
CWA Hall
Tuesday 9th April 2024
Minutes

1. OPENING

Opened at 9.08am

Meeting

2. ATTENDANCE AND APOLOGIES

Anthony Mort	Chief Bush FCO
Stan Scott	Chief Executive Officer
Bruce Brennan	Manager of Works & Services
Mike Burges	FCO Cuballing East
Nelson Young	FCO Cuballing West
Brayden Potts	FCO Popanyinning West
Daniel Christensen	FCO Cuballing Town
Dougal Haslam	FCO Popanyinning West Deputy
Tamara Allen	FCO Popanyinning Town
Rob Harris	Shire of Cuballing, FCO Cuballing East
Bruce Brennan	Shire of Cuballing
Jason Quartermaine	FCO Cuballing West
Chris Gillingham	FCO Popanyinning Town
Julie Christensen	Shire of Cuballing (Scribe)

Apologies

Shaun Wittwer	Duncan Patton
Graeme Dent	Adam Whitford (DFES)/ Mitch Davies (DBCA)

3. CONFIRMATION OF MINUTES

Moved: M Burgess

Seconded: T Allen

That the minutes of the BFAC meeting held on 14th September 2023 are a true and correct record.

Carried

4. BUSINESS ARISING

4.1 Nil

5. REPORTS

4.1 Chief Bush Fire Control Officer

- A Mort summarised all fire incidents since last meeting in September 2023.
 - 36 in 2023/2024
 - Variety included pole-top fire, Headers, Chaff cutters, resident burning rubbish (no permit), Suspicious activity +++, lightening, vehicle and burn-off reights
- Great support from Pingelly and Narrogin Brigades. Many thanks
- ** Shire CEO expressed thanks to all brigade members for their work in what has been a very difficult year with multiple events occurring.
- Recently participated in a DFES workshop in regards potential changes to the Act. This will be a long drawn-out process and may not see anything until 2027.
- Website: Currently A Mort is the only contact on this site. We are playing catch up with some of our incident reports. This information is important for our ESL funding amounts as evidence of need.
- B Potts is our representative on Regional Officers Advisory Committee (ROAC)
- Notification that Dryandra will be burning off shortly. This will include some road verges. Dates are TBN – potentially the end of April 2024
- Please ensure all your documentation is up to date and correct.

4.2 Department of Biodiversity Conservation and Attraction

- Nil

4.3 Department of Fire and Emergency Services

- Nil

6. GENERAL BUSINESS

5.1 AFDRS – Permits and HVMB

- Information supplied as part of the review has not been assessed by the Department yet.
 - Our sub-district has been changed
 - Focus is on fuel loads
 - Concern over risk and liability is affecting the volunteer role of the Fire Weather Officer – no applications
- General discussion about LGA's/FCO and the posting of Harvest bans when no clear direction from the Department regarding measurements
- Managing Risk
 - Moved M Burgess Seconded B Potts that a recommendation be made form the BFAC to split the Shire of Cuballing along the Great Southern Highway to assist in Harvest Ban management as the wind corridor east of this road is at times significantly different to the west. Recommendation to be placed with Shire of

Cuballing Council meeting. M Burgess will collect data to support application.
Carried/ Action

- Consideration be given to the installation of a weather station to the west of the Shire and/ or in other selected locations to assist in reading weather conditions in a consistent manner. Pingelly has 3. Other sites Wandering/ Ngn Airport/ Wickepin – too far away.
 - Kestrals to be used, as current with Popanyinning weather station as a guide only.
 - Approach Shire to look into weather station (digital) installation and seek BOM discussion – Gavin Eva and Giovannie

Action

- Need to promote awareness of Bans. How and why they are applied. How can we improve transparency? Suggestions?

5.2 Radios and Communication

5.2.1 Two ways for FCO's and third-party agreement

Third party agreement has been signed by the Shire awaiting signage by DFES. Has been approved – just process.

General discussion about the best location for FCO radios when they often attend a fire in a fire unit/truck verses their usual vehicle. Handhelds are not very useful – range in poor and affected by distance/ hills/ etc.

5.3 Fire Break Orders

Committee to endorse/ recommend support for modification to Fire Break Orders to include fire breaks AND slashing in the townsite blocks.

Narrogin Ranger has been engaged to carry out the townsite firebreak checks for Cuballing and Popanyinning in 2024 (pre-season). Independent third party, non bias. Farms will remain with A Mort.

Breaks 2.5m on boundary. Some farmers carry out extra on paddocks and internal property boundaries - encouraged.

5.4 Piggeries/ haystacks/ straw

Highest risk is from ember attack onto stacks and piles. Required to have a 20m clearance around the area and many are now on hard stands (concrete). Even with a wider break it has been identified that there is little more that can be done other than awareness of this risk in a fire situation and wet these high risk areas down.

5.5 Gazettement of campfires

The Act (1954) is clear on cooking as an approved reason for a campfire. Does not need a permit. If possible, discourage if alternate cooking methods are available. The review of the Act may adjust this.

5.6 AFDRS (Australian Fire Danger Rating System) – discussed in 5.1

5.7 Popanyinning Brigade matters

Discussion and risk assessment regarding driving complaints received in regards Firefighter Mr F Chapman and driving of DFES vehicles.

Motion moved to remove Mr Chapmans approvals to drive any DFES vehicle under the control of the Cuballing/ Popanyinning brigade Carried

Letter to be sent to Mr Chapman. Action

5.8 Safety and Security of Firefighters

If you have concerns for situation you are attending as a firefighter carrying out your duties

Process :

1. Ring Comcen 8 9395 9260 or 1800 198 140
2. Register the incident
3. Request police support
4. Await police arrival prior to attending incident

Currently, the Shire of Cuballing have applied for a misconduct restraining order against a member of the Cuballing community following a series of incidents affecting the firefighters within the town of Cuballing. A court date has been set. Outcome sought is that no firefighter, including shire workers, will be obstructed or abused while carry out their duties.

5.9 Request for reconsideration of Permit approval

General discussion regarding a farmer who was in receipt of previous noncompliance with permits. Period now 10 years. Issuing of permits to be approved through the CBFCA A Mort on site visit to occur prior to permit. Relevant conditions to be listed as appropriate. To be reviewed if breeches occur.

5.10 Fire SEASON

- Extension for 2 weeks
- New date for open season Friday 3rd May 2024.

5.11 Airstrip option (West Popo)

- D Haslam has a 1.5 km strip available

6. ELECTION OF OFFICERS

6.1 CHIEF BUSH FIRE CONTROL OFFICER – Anthony Mort

6.2 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER – Brayden Potts

6.3 FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

Cuballing Town FCO:	Daniel Christensen
Cuballing East FCO:	Mike Burgess
	Rob Harris
Cuballing West FCO:	Nelson Young
	Jason Quartermaine

Popanyinning Town FCO:	Tamara Allen Chris Gillingham
Popanyinning East FCO:	Duncan Patten Graeme Dent
Popanyinning West FCO:	Brayden Potts Dougal Haslam
Yornaning	Shaun Wittwer

6.4 DUAL FIRE CONTROL OFFICERS

Shire of Narrogin	B Potts
Shire of Wickepin	M Burgess
Shire of Pingelly	D Patten
Shire of Wandering	B Potts/ D Haslam
Shire of William	N Young/ J Quartermaine

6.5 FIRE WEATHER OFFICERS

1. Anthony Mort
2. Rob Harris
3. B Potts

7. Other Business

7.1 Uneven water loads

- Use of Baffle Balls to reduce water movement

7.2 Popanyinning Shed AGM (local process only)

- Tuesday the 9th

7.3 Training

- Training opportunities will be shared between all members and both sheds

7.4 Fencing

- Please encourage fences to include fire access gates at trigger locations eg corners and ½ way along long stretches. May reduce the need to cut fences in time sensitive situations.

7.5 What's app

- Please only include direct fire operational communication on the "what's app" group (not general chit chat)

7.6 Fast Fill Trailer – SERVICE

- If these units can be dropped off at the Cuballing depot they will be serviced for 2024. If you have done this yourself (Nelson and Mike) please notify the CBFBCO

8. NEXT MEETING

The next meeting of the Shire of Cuballing Bush Fire Advisory Committee is to be held at the Shire CWA Hall at 9am on WEDNESDAY 11th September 2024

9. CLOSE

9.2.5 Changes to Local Emergency Management Arrangements

Applicant:	Shire of Cuballing
File Ref. No:	ADM233
Disclosure of Interest:	Nil
Date:	9 May 2024
Author:	Stan Scott - CEO
Attachments:	Nil
	9.2.5 Extract from SEMC Procedure Version 3.05 of Dec 23

Summary:

The Shire of Cuballing obtained a Grant through the Aware Program to facilitate the formation of a joint LEMC incorporating the Shires of Cuballing, Wickepin and Narrogin. An Agenda Item, similar to this item, is to be considered at the LEMC Meeting scheduled for 13 May 2024, and the outcome of that meeting will be presented to this meeting.

Background:

Anika Keeling of Narrogin Consulting was appointed to manage the AWARE project on behalf of the 3 Shires. She has arranged the presentation of information to the Narrogin LEMC and the Shire of Wickepin. The Shire of Wickepin hosted a meeting involving Anika, the Wickepin, Cuballing and Narrogin CEOs and Shire Presidents on 27 March 2024. Unfortunately, Cr Ballard was an apology, but there was an in-depth discussion of the pros and cons of joint arrangements.

Subsequently the Shire of Wickepin resolved as follows:

That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

In discussions with the Shire of Narrogin, including at the Wickepin meeting, Narrogin indicated support for joint LEMC arrangements and separate Local Emergency Management Plans.

Comments:

In light of the above we must now follow the procedure set out in the State Emergency Management Procedure Version 3.5. Extracts from the procedure are italicized below with proposed responses.

1. Gazettal

The changes will require gazettal, both the dissolution of the Cuballing Wickepin LEMC, and the formation of the Cuballing Narrogin LEMC.

2 Consideration by LEMC

Consideration of potential implications for:

- *emergency risk management*
Each Local Government will continue to maintain individual Local Emergency Management Plans
- *LEMAs (including local hazard plans)*
As above
- *LEMC members*
Cuballing Members will attend two additional meetings per year. No Change for Wickepin or Narrogin. No significant change for agencies.
- *DEMC members.*
No significant Impact.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- *details of the proposed changes to the emergency management districts to which individual Local Governments are allocated*
**The Wickepin Cuballing joint LEMC to be disbanded;
New Wickepin LEMC to be formed
New Narrogin Cuballing LEMC to be formed**
- *the practical implications of such a proposal – from the perspective of the agency/department/ local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y*
There is no significant impact on LEMC members. Most are based in Narrogin and will still be invited to 6 LEMC meetings per year. All Local Governments will remain members of the same DEMC. The biggest impact will be on Cuballing Delegates who will now attend 4 rather than 2 meetings per year.
- *the benefits to emergency management arrangements that the proposed changes will bring*
There will be benefits for Cuballing by being able to participate in more meetings involving agency delegates and in physical and desktop exercises. The Cuballing CBFCO chairs the ROAC and will have more opportunity to influence State agencies.
- *the implications for community safety*
There are no detriments to community safety. Each Local Government will continue to maintain individual Local Emergency Management Plans.
- *any contentious issues in respect of the proposed change(s)*
The only really contentious issue is differing views between Cuballing and Wickepin on the benefits or decrements of joint Emergency Management Arrangements with the Shire of Narrogin.

- *the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made and Cuballing is already committed to the change and not moving ahead would undo the work done to date. The change is supported by an AWARE Grant. The proposal has been presented to the Narrogin LEMC and was supported.*
- *any other information that the proposer believes would assist in the SEMC consideration of this matter.*

Cuballing is less than 15 Km from Narrogin, and Police, Health and Ambulance services are all provided from Narrogin. Similarly, there are no schools in Cuballing and Shire children mostly bus to Narrogin for education. Cuballing operates the Dryandra Regional Equestrian Centre which provides a large animal evacuation centre for the region. The largest BDCA asset in the region is the Dryandra Woodland National Park, the majority of which is located in the Shire of Cuballing. In the event if a major emergency our responses and consequences are very closely linked, and it makes sense for the emergency planning to be closely aligned. There is less of an imperative for Wickepin. It has a Health Centre that is staffed 3 days per week with weekly visits by a GP. It has its own St Johns Ambulance sub-Centre and a Police Station. Wickepin also has two primary schools, one each at Wickepin and Yealering. There is less imperative for Wickepin to have a shared LEMC and there are concerns that local issues and representation would be diluted. In light these issues Wickepin's decision to remain separate makes sense for them.

3. Consideration by the State Emergency Management Committee

If the LEMC is satisfied that there has been sufficient consultation the proposer is required to prepare a submission for consideration first by the SEMC Response Policy Subcommittee, which will make a recommendation to the SEMC. If approved by the SEMC, the changes will be gazetted and affected Local Governments will be informed accordingly.

The following recommendation will be presented to the Wickepin Cuballing LEMC on Monday 13th May. If endorsed by the LEMC this will require a supporting resolution by Council.

Officer Recommendation

- 1. That the Local Emergency Management Committee determines that sufficient consultation has taken place in relation to changes to Local Emergency Management Arrangements.**
- 2. Request that Anika Keeling prepare a proposal to the State Emergency Management Committee seeking approval for the formation of two new Local Emergency Management Districts / Committees:**
 - **One joint committee between Cuballing and Narrogin; and**
 - **A second LEMC for Wickepin alone.**
- 3. That a copy of this resolution be provided to each of the three affected Local Governments for endorsement.**

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023 Council has identified the need for an enhanced focus on Emergency Management

Statutory Environment

Under sections 38 - 40 of the EM Act, local governments are required to establish and carry out the functions of a local emergency management committee. Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

Policy Implications – Nil

Financial Implications

There are no significant financial implications as a result of the proposal. The preparation of the proposed changes to the SEMC are within the scope of the Aware Grant.

Economic Implication

Fire and natural disasters are an economic risk, and good emergency management planning helps to mitigate these risks.

Social Implication

There are no notable social implications.

Environmental Considerations

Fire and natural disasters are also an environmental, and good emergency management planning helps to mitigate these risks.

Consultation

Anika Keeling of Narrogin Consulting was appointed to manage the AWARE project on behalf of the 3 Shires. She has arranged the presentation of information to the Narrogin LEMC and the Shire of Wickepin. The proposed joint LEMC was presented to the previous LEMC meeting in Wickepin.

The Shire of Wickepin hosted a meeting involving M Keeling, the Wickepin CEO and Shire President, Cuballing CEO and Shire President and the Narrogin CEO on 27 March 2024.

Ms Keeling also presented to the Wickepin Council.

Options

Council may resolve the Officers Recommendation or some alternative resolution with reasons.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION

1. That Council notes the outcome of the Local Emergency Management Committee meeting of 13 May 2024

2 That Council is satisfied that sufficient consultation has been conducted in relation to the proposed changes.

3. That Council request that Anika Keeling prepare a proposal to the State Emergency Management Committee seeking approval for the formation of two new Local Emergency Management Districts / Committees:

- One joint committee between Cuballing and Narrogin; and**
- A second LEMC for Wickepin alone.**

3.9 Prescription of Emergency Management Boundaries

Background

So far as is practicable, emergency management districts are to be established by reference to the boundaries of local government districts.

If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister responsible for the EM Act is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.

In making an order under section 28(1) EM Act, the Minister is to have regard to any submissions of the local governments.

Requests to change emergency management district boundaries could be initiated by any stakeholder. For historical and legislative reasons, such changes are most likely to be requested by a local government or by WA Police Force.

Requests for changes initiated by local governments could potentially fall into three categories:

- changes that do not require gazettal under the EM Act. For example, if a local government elected to change its district boundary under section 2.1 of the *Local Government Act 1995*. This would generally also require a change to the boundary of an adjoining local government district changes that might not technically require gazettal under the EM Act, but which should be gazetted. For example, if two or more local governments were consolidated, or if a local government district was divided amongst other local government districts. Typically, the transitional local government arrangements would cover such matters, but to ensure clarity of intent it would be prudent to gazette an updated list of the local governments which fall within the affected emergency management districts and
- changes that would clearly require gazettal, e.g. where a local government requests to be grouped in another emergency management district, for practical/DEMC reasons.
- Requests from the WA Police Force for changes to emergency management district boundaries might result from changes to Police districts, regions, divisions, sub- divisions, sections, branches or sub-branches (under sections 39(1) and (2) of the *Police Act 1892*, or from personnel changes.
- Pursuant to section 39(1) of the *Police Act 1892*, details of Police districts and their boundaries are to be published in the Government Gazette and
- Section 39(2) of the *Police Act 1892* provides that the Commissioner of Police 'may for the purposes of the administration of the Police Force by order in writing divide the State, or any part of the State, into regions, divisions, sub-divisions, sections, branches, or sub-branches wherein portions of the Police Force may be stationed or carry out duties.'

Procedure

When changes are proposed to local governments' district boundaries under 'paragraph 1 above, the proposal is to be referred to the relevant LEMC, for consideration of potential implications for:

- emergency risk management
- LEMAs (including local hazard plans)
- LEMC members
- DEMC members.

The LEMC are to document matters accordingly, and to initiate the necessary action(s) to ensure that community safety is not adversely affected.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- details of the proposed changes to the emergency management districts to which individual Local Governments are allocated
- the practical implications of such a proposal – from the perspective of the agency/department/local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y
- the benefits to emergency management arrangements that the proposed changes will bring
- the implications for community safety
- any contentious issues in respect of the proposed change(s)
- the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made and
- any other information that the proposer believes would assist in the SEMC consideration of this matter.

The following are to be consulted by the proposer:

- local government(s)
- LEMC(s), and DEMC(s) affected by the proposed change(s).

When consulting local government, consideration needs to be given to the provisions of the [Western Australian State Local Government Agreement](#), which outlines the principles and code of practice for consulting with local government.

Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Policy Subcommittee.

If the proposed changes to the boundaries of emergency management districts are endorsed by the Response Policy Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members 'out of session'.



If changes to emergency management district boundaries are approved by the SEMC, the SEMC Executive Officer is to arrange for:

- the revised emergency management district boundaries to be published in the Government Gazette
- each local government, LEMC and DEMC affected by the changes to be provided with a copy of the relevant page(s) of the Gazette, or advice that the changes have been made, together with details or how to access those pages on the State Law Publisher's website
- the SEC to be provided with a copy, for dissemination to the relevant Local Emergency Coordinator(s) and District Emergency Coordinator(s)
- the revised EM districts to be published on the SEMC website
- a copy of the Gazette page(s) to be included with the Agenda of the next SEMC meeting.

9.3 MANAGER OF WORKS AND SERVICES:

Nil at this time

9.4 COMMITTEE REPORTS:

Nil

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

Nil

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

Nil at this time.

12. CONFIDENTIAL MATTERS:

13. NEXT MEETING:

Ordinary Council Meeting, 3.00pm. Wednesday 19 June 2024 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing

14. CLOSURE OF MEETING: