



AGENDA
ORDINARY MEETING
OF COUNCIL

19 March 2024

NOTICE OF MEETING

Please be advised that the next

Ordinary Meeting of Council

is to be held on

Tuesday, 19 March 2024

commencing at **6:00 PM**

in the Council Chambers at 73 Austin Street, Cue

Richard Towell
Chief Executive Officer

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

**SHIRE OF CUE
DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY
To: Chief Executive Officer**

As required by section 5.65(1)(a) or 5.70 of the Local Government Act 1995 and Council's Code of Conduct, I hereby declare my interest in the following matter/s included on the Agenda paper for the Council meeting to be held on _____(Date)

Item No.	Subject	Details of Interest	Type of Interest Impartial/Financial	*Extent of Interest

(see below)

* Extent of Interest only has to be declared if the Councillor also requests to remain present at a meeting, preside, or participate in discussions of the decision making process (see item 6 below). Employees must disclose extent of interest if the Council or Committee requires them to.

Name (Please Print)

Signature

Date

NB

1. This notice must be given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter in which you have declared an interest is discussed, Section 5.65(1) (a) & (b).
2. It remains Councillors'/Employees' responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
3. It is a Councillor's/Employee's responsibility to ensure the interest is brought to the attention of the Council/Committee when the Agenda item arises and to ensure that it is recorded in the minutes.
4. It remains the Councillor's responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. The responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are confirmed.
5. It is recommended that when previewing Agenda, Councillors mark Agendas with items on which an interest is to be declared and complete the declaration form at the same time.
6. Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of the Council. Where Councillors request consideration of such Council approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decides upon the Councillor's application.

Remember: The responsibility to declare an interest rests with individual Councillors / Employees. If in any doubt seek legal opinion or, to be absolutely sure, make a declaration.

Office Use Only: Date/Initials

1. Particulars of declaration given to meeting _____
2. Particulars recorded in the minutes: _____
3. Signed by Chief Executive Officer _____

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

5.23. (1) Subject to subsection (2), the following are to be open to members of the public:

- (a) All Council meetings; and
- (b) All meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following --

- (a) A matter affecting an employee or employees;
 - (b) The personal affairs of any person;
 - (c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) A matter that if disclosed, would reveal;
 - (i) A trade secret;
 - (ii) Information that has a commercial value to a person; or
 - (iii) Information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) A matter that if disclosed, could be reasonably expected to;
 - (i) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) Endanger the security of the local government's property; or
 - (iii) Prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) Information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
 - (h) Such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

SHIRE OF CUE

REVOKING OR CHANGING DECISIONS MADE AT COUNCIL MEETINGS

Local Government (Administration) Regulations 1996 (**Regulation No.10**)

If a previous Council decision is to be changed then support for a revocation motion must be given by an **Absolute Majority** of Councillors (that is at least 4 Councillors) if a previous attempt to rescind has occurred within the past three months or, if no previous attempt has been made the support must be given by at least **1/3rd** of all Councillors (that is at least 3 Councillors).

Regulation 10(1a) also requires that the support for revocation must be in writing and signed by the required number of Councillors, including the Councillor who intends to move the revocation motion.

Any revocation motion must be carried by the kind of vote that put the motion into place in the first instance (that is, if carried originally by an Absolute Majority or Special Majority vote then the revocation motion must also be carried by that same kind of vote).

If the original motion was carried by a Simple Majority vote then any revocation motion must be carried by an Absolute Majority vote.

To the Presiding Member,

The following Councillors give notice of their support for the bringing forward to the Council meeting to be held on _____ of a motion for revocation of Council resolution number _____ as passed by the Council at its meeting held on _____

Councillor's Names	Councillor's Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SHIRE OF CUE
Ordinary Meeting of Council
AGENDA

To be held in the Council Chambers, 73 Austin Street Cue on
Tuesday, 19 March 2024 commencing at 6:00 PM

- 1 DECLARATION OF OPENING
- 2 APOLOGIES AND APPROVED LEAVE OF ABSENCE
- 3 DISCLOSURE OF MEMBER'S INTERESTS
- 4 PUBLIC QUESTION TIME
- 5 CONFIRMATION OF MINUTES
- 6 APPLICATION FOR LEAVE OF ABSENCE
- 7 DEPUTATIONS
- 8 PETITIONS
- 9 ANNOUNCEMENTS WITHOUT DISCUSSION
- 10 REPORTS
- 10.1 ACCOUNTS AND STATEMENTS OF ACCOUNT
- 10.2 FINANCIAL STATEMENT
- 10.3 COMPLIANCE AUDIT RETURN 2023
- 10.4 2023 - 2024 BUDGET REVIEW
- 10.5 EXTRAORDINARY ELECTION 2024
- 10.6 BANK BUILDING DEVELOPMENT APPLICATION
- 10.7 MURCHISON GEOREGION CONSTITUTION
- 11 MOTIONS BY MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 12 MOTIONS FOR CONSIDERATION AT THE NEXT MEETING
- 13 NEW BUSINESS OF AN URGENT NATURE
- 14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED
- 15 CLOSURE

1 DECLARATION OF OPENING

The meeting was opened at

The Presiding Member welcomed those present and read the following disclaimer:
No responsibility whatsoever is implied or accepted by the Shire of Cue for any act, omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this meeting.

PRESENT:

Councillor Les Price, Shire President
Councillor Elizabeth Houghton, Deputy Shire President
Councillor Ian Dennis
Councillor Ron Hogben
Councillor Leonie Fitzpatrick
Councillor Julie Humphreys

STAFF:

Mr Richard Towell, Chief Executive Officer
Mr Glenn Boyes, Deputy Chief Executive Officer
Mrs Janelle Duncan, Executive Assistant
Ms Stephanie Wandek, Senior Admin Officer

GALLERY:

2 APOLOGIES AND APPROVED LEAVE OF ABSENCE

3 DISCLOSURE OF MEMBER'S INTERESTS



4 PUBLIC QUESTION TIME



5 CONFIRMATION OF MINUTES

<i>Council Decision:</i>	Voting Requirement: Simple Majority
MOVED:	SECONDED:
That the Minutes of Ordinary Meeting 20 February 2024 are confirmed as a true and correct record of the meeting.	
CARRIED:	

6 APPLICATION FOR LEAVE OF ABSENCE



7 DEPUTATIONS



8 PETITIONS



9 ANNOUNCEMENTS WITHOUT DISCUSSION



10.1 ACCOUNTS AND STATEMENTS OF ACCOUNT

APPLICANT: Shire of Cue
DISCLOSURE OF INTEREST: Nil
AUTHOR: Glenn Boyes - Deputy Chief Executive Officer
DATE: 7 March 2024

Matters for Consideration:

To receive the attached List of Accounts Due and submitted to the Ordinary Council Meeting on 19 March 2024.

Background:

The Local Government, under its delegated authority to the CEO to make payments from municipal and trust funds, is required to prepare a monthly list of accounts showing each account paid and present it to Council at the next Ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.

Comments:

The list of accounts are for the month of February 2024.

Statutory Environment:

Local Government (Financial Management Regulations) 1996 – Clause 13.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Consultation:

Richard Towell, Chief Executive Officer

Officers Recommendation:

Voting Requirement: Simple Majority

That Council endorse the attached payments for the period 01/02/24 - 29/02/24, which have been made in accordance with delegated authority under s5.42 of the *Local Government Act 1995*.

FEBRUARY 2024

Municipal Fund Bank EFTs	EFT 13064 - 13171	\$	340,753.51
Direct Debit Fund Transfer	General	\$	35,350.58
Direct Debit Fund Transfer	CEO Credit Card	\$	11,281.66
Payroll		\$	135,811.46
BPAY		\$	29,473.88
Cheques		\$	0.00
Total		\$	552,671.09

Council Decision:	Voting Requirement: Simple Majority
MOVED:	SECONDED:
CARRIED:	

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
CEO Credit Card							
1	Direct Debit	22/02/2024	Qantas	5 x return flights from Perth to Canberra for members and partners to attend ALGA Conference (\$5,759.68)	(5,759.68)	1	CSH
2	Direct Debit	12/02/2024	Uncle Ginos Pizza Parlour	1 x meal during project management course for employees (\$62.93)	(62.93)	1	CSH
3	Direct Debit	14/02/2024	Toyota Material Handling	2 x 10ft lift chains for P24 - Forklift (\$414.70)	(414.70)	1	CSH
4	Direct Debit	14/02/2024	West Coast Autos	1 x petrol flap locking mechanism P95 - LDV Van (\$503.01)	(503.01)	1	CSH
5	Direct Debit	05/02/2024	BIG W	21 x sports equipment, 6 x craft supplies and 3 x maths games for Youth Program (\$447.45)	(447.45)	1	CSH
6	Direct Debit	16/02/2024	Dome	Refreshments at interview with new employee (\$14.85)	(14.85)	1	CSH
7	Direct Debit	23/02/2024	AIG Australia (via Qantas)	5 x travel insurance for council members to attend ALGA Conference (\$163.00)	(163.00)	1	CSH
8	Direct Debit	23/02/2024	AIG Australia (via Qantas)	1 x travel insurance for CEO to attend ALGA Conference (\$33.00)	(33.00)	1	CSH
9	Direct Debit	22/02/2024	Qantas	1 x return flight from Perth to Canberra for CEO to attend ALGA Conference (\$1,077.58)	(1,077.58)	1	CSH
10	Direct Debit	22/02/2024	Flight Centre	2 x return flights from Perth to Canberra for member and partner to attend ALGA Conference (\$2,132.61)	(2,132.61)	1	CSH
11	Direct Debit	15/02/2024	Ramada	Parking at Project Management Course for CEO (\$45.68)	(45.68)	1	CSH
12	Direct Debit	15/02/2024	Peter's By The Sea	Refreshments during Project Management Course for employees (\$129.97)	(129.97)	1	CSH
13	Direct Debit	30/01/2024	Wintersun Hotel	1 x nights accommodation and meals for employee to attend HC driver training (\$297.30)	(297.30)	1	CSH
14	Direct Debit	31/01/2024	Wintersun Hotel	2 x nights accommodation and meals for employee while on freight run (\$174.70)	(174.70)	1	CSH
15	Direct Debit	14/02/2024	Leaf and Bean Emporium	Refreshments during Project Management Course for employees (\$25.20)	(25.20)	1	CSH
			Total Credit Card		(11,281.66)		
Direct Debit							
16	Direct Debit	02/02/2024	1 - CBA MERCHANT FEE	CBA MERCHANT FEE	(112.57)	1	FEE
17	Direct Debit	02/02/2024	1 - CBA MERCHANT FEE	CBA MERCHANT FEE	(58.42)	1	FEE
18	Direct Debit	15/02/2024	2 - BANK FEES	TRANSACTION FEE	(14.64)	1	FEE
19	Direct Debit	15/02/2024	2 - BANK FEES	TRANSACTION FEE	(3.63)	1	FEE
20	Direct Debit	15/02/2024	2 - BANK FEES	TRANSACTION FEE	(39.20)	1	FEE
21	Direct Debit	11/02/2024	Scott Van Leeuwen	Rent for Staff House - 59 Marshall St for the period 29/01/24 - 11/02/24 (\$600.00)	(600.00)	1	CSH
22	Direct Debit	25/02/2024	Scott Van Leeuwen	Rent for Staff House - 59 Marshall St for the period 12/02/24 - 25/02/24 (\$600.00)	(600.00)	1	CSH
23	Direct Debit	29/02/2024	Ampol (Caltex Australia Petroleum Pty Ltd)	Fuel card purchases for January 24 (\$1,839.31)	(1,839.31)	1	CSH
24	Direct Debit	21/02/2024	Superannuation Payment	Payroll deductions - Superannuation	(32,082.81)	1	CSH
			Total Direct Debit's		(35,350.58)		

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
EFT							
25	EFT13064	05/02/2024	Nick Stevenson	Progress payment for stonemasonry works at the Incinerator between 02/02/24 - 05/02/24 (\$2,000.00)	(2,000.00)	1	CSH
26	EFT13065	05/02/2024	Geraldton Burson Automotive Pty Ltd	1 x 9kg Hychill air-conditioner gas for various plant (\$646.25)	(646.25)	1	CSH
27	EFT13066	05/02/2024	Michael Brouse	12m x 3m site office for the Refuse Site Transfer Station (\$25,000.00)	(25,000.00)	1	CSH
28	EFT13067	05/02/2024	Johns Building Supplies Pty Ltd	112 x assorted lengths of treated pine for the Bank of WA (\$4,654.25)	(4,654.25)	1	CSH
29	EFT13068	07/02/2024	Bunnings Building Products Pty	1 x 4L tin of enamel paint for the Heritage Centre (\$111.63)	(111.63)	1	CSH
30	EFT13069	07/02/2024	Leisk Hydraulics Pty Ltd	8 x rapid clamps for the green house at the Depot (\$473.00)	(473.00)	1	CSH
31	EFT13070	07/02/2024	McIntosh Holdings Pty Ltd (Purcher)	1 x electric fuel pump primer kit for P75 - Fuso Cab Truck (\$122.32)	(122.32)	1	CSH
32	EFT13071	07/02/2024	Team Global Express Pty Ltd	Freight on various safety rigging equipment for EWP and on 30L x cleaning chemicals for the Tourist Park (\$335.34)	(335.34)	1	CSH
33	EFT13072	07/02/2024	AIT Specialists Pty Ltd	Calculation of Fuel Tax Credit for the period 01/12/23 - 31/12/23 (\$254.10)	(254.10)	1	CSH
34	EFT13073	07/02/2024	Geraldton Mitchell and Brown	1 x 2.5kW Mitsubishi air conditioner for SH03 - 18 Dowley St and 3 x split system Mitsubishi air conditioners for SH15 - Tourist Park House and Office (\$4,000.00)	(4,000.00)	1	CSH
35	EFT13074	07/02/2024	Pest-A-Kill WA	Renewal of termite and baiting system for the Masonic Lodge between 12/01/24 - 12/01/25 (\$1,089.00)	(1,089.00)	1	CSH
36	EFT13075	09/02/2024	Nick Stevenson	Payment for stonemasonry works at the Incinerator between 02/02/24 - 08/02/24 (\$5,815.50)	(5,815.50)	1	CSH
37	EFT13076	09/02/2024	Joshua Oliveri	Air-conditioner servicing on P9 - Grader, replace air-con fans on P11 - Multipac Tyre Roller, install reversing camera and wiring harness on P101 - 2023 Kubota Loader, fit and wire Anderson plug on P7 - XLT Ford Range, service air-con on P12 - Isuzu Truck, install joystick on P30 - Isuzu Truck, install new radio and repair wiring for P61 - Prime Mover and repair wiring to CB radio on P76 - Kubota Tractor (\$4,510.00), air-conditioner servicing on P70 - Grader, service gearbox on P1 - Landcruiser, install joystick and service air-con on P32 - Flat Drum Roller, replace limit switches and repair wiring harness on P71 - Mini Excavator, install spotlights and power plug on P7 - Ford Ranger (\$4,070.00), air-conditioner servicing on P73 - Multi Tyre Roller, clean blocked condenser on P70 - Grader, replace blower motor on P45 - Iveco Prime Mover, repair air-con harness on P44 - Garbage Truck, service air-con on P75 - Crew Cab and repair to fuses and service air-con on P82 - Samsung Excavator (\$3,740.00)	(12,320.00)	1	CSH
38	EFT13077	09/02/2024	Peter William Savage	33hrs x mechanical service works on various machines between 13/12/23 - 20/12/23 (\$2,145.00)	(2,145.00)	1	CSH
39	EFT13078	09/02/2024	WA Machinery Brokers Pty Ltd	1 x Barrett hydraulic woodchipper (\$6,500.00)	(6,500.00)	1	CSH

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
40	EFT13079	15/02/2024	LG Best Practices Pty Ltd	Rates Management services for January 24 (\$4,248.75), financial Management services for January 24 (\$2,103.75) and financial Management services for December 23 (\$618.75)	(6,971.25)	1	CSH
41	EFT13080	15/02/2024	Bunnings Building Products Pty	8L x enamel paint for Heritage Centre (\$211.48)	(211.48)	1	CSH
42	EFT13081	15/02/2024	JMH Mechanical Services	Replaced crank and cam speed sensors on P38 - Prime Mover (\$3,850.00)	(3,850.00)	1	CSH
43	EFT13082	15/02/2024	M & B Sales Pty Ltd	20 x pine battens for outdoor blinds at Staff Units (\$253.88)	(253.88)	1	CSH
44	EFT13083	15/02/2024	Statewide Bearings	1 x rib belt for P31 - Tipper and 1 x hitch adapter and towball for P102 - Plant Trailer (\$765.73)	(765.73)	1	CSH
45	EFT13084	15/02/2024	Team Global Express Pty Ltd	Freight on 2 x hoses for P51 - Dozer, 1 x seal kit for Depot, 40 x halogen lamps for the Airport and 1 x lever shift assembly for P12 - Isuzu Truck (\$156.56)	(156.56)	1	CSH
46	EFT13085	15/02/2024	Truck Centre (WA) Pty Ltd	2 x ribbed belts, 1 x fan belt tensioner and 1 x idler pully for P61-Mack Prime Mover (\$955.81)	(955.81)	1	CSH
47	EFT13086	15/02/2024	Western Independent Foods	Freight on 3 x shirts and 3 x pants for Depot Staff (\$38.52)	(38.52)	1	CSH
48	EFT13087	15/02/2024	RFDS Western Ops RFDS	Donation to RFDS from Calcutta Event on 16/11/23 (\$1,438.19)	(1,438.19)	1	CSH
49	EFT13088	15/02/2024	St John Ambulance Cue Sub Centre	Donation to St John Ambulance Cue Sub Centre from Calcutta Event on 16/11/23 (\$1,438.19)	(1,438.19)	1	CSH
50	EFT13089	15/02/2024	David Mowbray	Reimbursement for 1 x saw blade for Depot (\$40.49)	(40.49)	1	CSH
51	EFT13090	15/02/2024	Landgate	Mining tenement schedule M2024/01 from 05/12/23 - 03/01/24 (\$290.40)	(290.40)	1	CSH
52	EFT13091	15/02/2024	Leisk Hydraulics Pty Ltd	Supply and install cistern at SH11 - Old Tourist Park House (\$462.00), repair main water pipe at the Water Playground (\$154.00) and find faults and repair retic at SH10 - 19 Burt PI and SH06 - 57 Marshall St (\$506.00)	(1,122.00)	1	CSH
53	EFT13092	15/02/2024	Murchison Club Hotel	Meals and drinks for 10 x people following Special Council Meeting on 24/10/23 (\$637.50)	(637.50)	1	CSH
54	EFT13093	15/02/2024	URL Networks Pty Ltd	VOIP charges for February 2024 (\$82.50)	(82.50)	1	CSH
55	EFT13094	15/02/2024	Westcoast Fireworks Pty Ltd	Fireworks display at Australia Day Event on 26/01/24 (\$16,500.00)	(16,500.00)	1	CSH
56	EFT13095	15/02/2024	Five Star Business Solutions & Innovation	Konika Minolta Admin printer meter reading for January 24 (\$166.98) and Konika Minolta Depot and Tourist Park printer meter reading for January 24 (\$24.27)	(191.25)	1	CSH
57	EFT13096	15/02/2024	Kleenheat Gas	Yearly facility fee for 2 x 45kg VAP cylinders for SH04 - 29 Robinson St (\$91.76)	(91.76)	1	CSH
58	EFT13097	15/02/2024	Murchison Club Hotel	Catering and drinks for 60 people at the Volunteer Night on 05/12/23 (\$2,651.50)	(2,651.50)	1	CSH
59	EFT13098	15/02/2024	Western Australia Electoral Commission	Returning Officer and associated fees for elections held in October 23 (\$5,446.83)	(5,446.83)	1	CSH
60	EFT13099	15/02/2024	XL2	Monthly managed IT services for February 24 (\$4,616.90)	(4,616.90)	1	CSH
61	EFT13100	15/02/2024	Abrolhos Steel	1 x steel angle for doorways at Old Gaol (\$71.50)	(71.50)	1	CSH

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
62	EFT13101	15/02/2024	Battery Mart	1 x battery for P1- Landcruiser, 1 x battery for P29 - Polaris (\$352.00) and credit note of (-\$104.50)	(247.50)	1	CSH
63	EFT13102	15/02/2024	Bunnings Building Products Pty	4L x enamel black paint for the Heritage Centre (\$105.74)	(105.74)	1	CSH
64	EFT13103	15/02/2024	Hersey's Safety Pty Ltd	400 x Jarrah guide posts for Cogla Downs-Taincrow Rd and Cue-Wondinong Rd (\$5,225.00)	(5,225.00)	1	CSH
65	EFT13104	15/02/2024	Team Global Express Pty Ltd	Freight on 2 x sensors for P38 - Prime Mover (\$17.46)	(17.46)	1	CSH
66	EFT13105	16/02/2024	ATOM Supply	3 x shirts and pants with embroidery for Outside Crew (\$321.50)	(321.50)	1	CSH
67	EFT13106	16/02/2024	Abrolhos Steel	5 x ibeams for Refuse Site dividers at Transfer Station (\$6,270.00)	(6,270.00)	1	CSH
68	EFT13107	16/02/2024	Batavia Coast Trimmers	50m x roll of shade cloth for each of the patio areas at the Staff Units (\$690.00)	(690.00)	1	CSH
69	EFT13108	16/02/2024	Leisk Hydraulics Pty Ltd	1 x reticulation system installed at the Depot and replace tap at SH02 - 23 Allen St (\$1,655.00) and set up water and drainage for facilities at the Community Gym (\$517.00)	(2,172.00)	1	CSH
70	EFT13109	16/02/2024	M & B Sales Pty Ltd	19 x Jarrah framing lengths, 7 x pine wood lengths and 14 x plywood lengths for the Community Gym (\$953.71) and 1 x external door, 5 x internal doors, 40 x hinge butts, 6 x door handles and 2 x deadbolts for SH22 - 50A Stewart St (\$647.28)	(1,600.99)	1	CSH
71	EFT13110	16/02/2024	Direct Heating & Cooling Air Conditioning	Install 1 x Fujitsu 2.5kw air conditioner in bedroom at SH03 - 18 Dowley St and 3 x Fujitsu 2.5kw air conditioners in office, second and third bedrooms at new Tourist Park House (\$4,269.00)	(4,269.00)	1	CSH
72	EFT13111	16/02/2024	Harry Casey	Reimbursement for fuel to collect timber for the pergola at the Old Post Office (\$276.56)	(276.56)	1	CSH
73	EFT13112	16/02/2024	Trephleene Pty Ltd T/A Canine Control	Ranger services on 18/01/2024 (\$1,698.40)	(1,698.40)	1	CSH
74	EFT13113	16/02/2024	All Decor	16 x curtains for SH22 - 50A Stewart St and 16 x curtains for SH13 - 6 Price St (\$2,839.00)	(2,839.00)	1	CSH
75	EFT13114	16/02/2024	Major Motors Pty Ltd	1 x gear lever assembly for P12 - Isuzu Truck (\$856.36)	(856.36)	1	CSH
76	EFT13115	16/02/2024	Shane Baker	Install LED lights and smoke alarms at the Tourist Park Cottages (\$2,322.21), install satellite TV point in front room at SH20 - 33A Dowley St (\$655.60) and connect air conditioner to power supply at SH03 - 18 Dowley St (\$275.00)	(3,252.81)	1	CSH
77	EFT13116	16/02/2024	Winchester Industries	45.5T x washed blue metal for Cue-Beringarra Rd (\$3,495.80)	(3,495.80)	1	CSH
78	EFT13117	16/02/2024	AIT Specialists Pty Ltd	Calculation of Fuel Tax Credit for the period 01/01/24 - 31/01/24 (\$186.01)	(186.01)	1	CSH
79	EFT13118	16/02/2024	Australian Taxation Office	BAS payment January 24 (\$41,658.00)	(41,658.00)	1	CSH
80	EFT13119	16/02/2024	LGIS Insurance Broking	Annual subscription to the Employee Assistance Program for 30 employees (\$4,009.50)	(4,009.50)	1	CSH
81	EFT13120	16/02/2024	Peter Groom Settlements	Settlement costs for the purchase of Lot 2 27 Robinson St (\$1,501.59) and settlement costs for the purchase of Lot 28 13 Dundee St (\$1,501.59)	(3,003.18)	1	CSH
82	EFT13121	28/02/2024	Bitumen Distributors Pty Ltd	10,000 x emulsion and 10 x IBC containers for Cue-Beringarra Rd (\$14,080.00)	(14,080.00)	1	CSH

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
83	EFT13122	28/02/2024	Corsign WA Pty Ltd	1 x red and 1 x white reflective tape for Cue-Beringarra Rd (\$407.00)	(407.00)	1	CSH
84	EFT13123	28/02/2024	Winchester Industries	47.65T x washed stone for Cue-Beringarra Rd (\$3,669.05)	(3,669.05)	1	CSH
85	EFT13124	28/02/2024	Wurth Australia Pty Ltd	5,000 piece bolt set for workshop racks (\$3,716.57)	(3,716.57)	1	CSH
86	EFT13125	28/02/2024	Cloud Collections Pty Ltd	Rates debt recovery for the period ending 29/12/2023 (\$5,404.30)	(5,404.30)	1	CSH
87	EFT13126	28/02/2024	Cue Community Resource Centre	Printing expenses for Dryblower between July 23 to December 23 (\$4,200.00)	(4,200.00)	1	CSH
88	EFT13127	28/02/2024	Grants Empire	Support business case for development of Growing Regions Program payment 2 of 2 (\$3,894.00)	(3,894.00)	1	CSH
89	EFT13128	28/02/2024	LG Best Practices Pty Ltd	2 x employees to attend 8 week Finance 101 course (\$3,080.00)	(3,080.00)	1	CSH
90	EFT13129	28/02/2024	Murchison Club Hotel	Meal expenses at Council Forum on 13/02/24 (\$404.50)	(404.50)	1	CSH
91	EFT13130	28/02/2024	Water Corporation	Water usage and charges for 63 days from 14/12/23 - 15/02/24 (\$44,748.77), 10 Chesson St (\$263.11), 12 Chesson St (\$32.66), 14 Chesson St (\$300.22), 15 Wittenoom St - Big Bell Camp (\$726.19), 18 Dowley St (\$1,101.51), 19 Burt Pl (\$666.65), Tourist Park (\$8,180.04), 23 Allen St (\$6,911.43), 28 Dowley St (\$46.33), 29 Allen St (\$46.33), 29 Robinson St (\$226.01), Robinson St - Brockman Park (\$3,976.53), 47 Dowley St (\$55.90), 47 Marshall St (\$1,397.72), 52-58 Dowley St - Town Hall (\$14.34), 57 Marshall St (\$776.02), L5 Austin St - Median Strip (\$1,490.84), 64 Austin St (\$50.24), 72 Austin St - Post Office (\$235.09), 75 Austin St - Admin Office (\$799.89), 79 Austin St - Public Water Access (\$1,467.90), 8 Victoria St Water - Playground (\$3,443.27), L22-23 Austin St - Depot (\$6,250.41), Heydon Pl Lot 592 (\$124.84), Heydon Pl Lot 593 (\$748.60), L51 Marshall St - Standpipe (\$5,392.33) and L500 Robinson St - Median Strip (\$34.40)	(44,748.77)	1	CSH
92	EFT13131	28/02/2024	E79 Exploration Pty Ltd	Rates refund for assessment A98536 LOT E51/01803 MINING TENEMENT	(653.47)	1	CSH
93	EFT13132	28/02/2024	Bell & Co	2 x Christmas vouchers , refreshments for the Youth Program and refreshments for the Australia Day Event (\$1,330.10)	(1,330.10)	1	CSH
94	EFT13133	28/02/2024	Cue Roadhouse & General Store	Refreshments for Admin and Youth and chain oil for the chainsaws (\$118.55)	(118.55)	1	CSH
95	EFT13134	28/02/2024	Lydia De Vries	Rent for Staff House - 50A Stewart Street for the period 15/12/23 - 31/03/24 (\$3,471.43)	(3,471.43)	1	CSH
96	EFT13135	28/02/2024	Elizabeth Houghton	Elected Members claim February 24 (\$776.00)	(776.00)	1	CSH
97	EFT13136	28/02/2024	Ian Dennis	Elected Members claim February 24 (\$823.00)	(823.00)	1	CSH
98	EFT13137	28/02/2024	Julie Ann Humphreys	Elected Members claim February 24 (\$665.00)	(665.00)	1	CSH
99	EFT13138	28/02/2024	Leonie Fitzpatrick	Elected Members claim February 24 (\$540.00)	(540.00)	1	CSH
100	EFT13139	28/02/2024	Leslie Matthew Price	Elected Members claim February 24 (\$2,092.52)	(2,092.52)	1	CSH
101	EFT13140	28/02/2024	Ronald Paul Clive Hogben	Elected Members claim February 24 (\$540.00)	(540.00)	1	CSH
102	EFT13141	28/02/2024	Elizabeth Houghton	Elected members claim January 24 (\$526.00)	(526.00)	1	CSH
103	EFT13142	28/02/2024	Ian Dennis	Elected members claim January 24 (\$290.00)	(290.00)	1	CSH

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
104	EFT13143	28/02/2024	Julie Ann Humphreys	Elected members claim January 24 (\$290.00)	(290.00)	1	CSH
105	EFT13144	28/02/2024	Leonie Fitzpatrick	Elected members claim January 24 (\$290.00)	(290.00)	1	CSH
106	EFT13145	28/02/2024	Leslie Matthew Price	Elected members claim January 24 (\$1,234.00)	(1,234.00)	1	CSH
107	EFT13146	28/02/2024	Neil Andrew Gray Montgomery	Elected members claim January 24 (\$290.00)	(290.00)	1	CSH
108	EFT13147	28/02/2024	Ronald Paul Clive Hogben	Elected members claim January 24 (\$290.00)	(290.00)	1	CSH
109	EFT13148	29/02/2024	Civic Legal	Legal services for matter number SF/ 151447 (\$2,195.55)	(2,195.55)	1	CSH
110	EFT13149	29/02/2024	Cohesis Pty Ltd	Final 50% payment for IT Health Check and Business Systems Review (\$4,125.00)	(4,125.00)	1	CSH
111	EFT13150	29/02/2024	Direct Heating & Cooling Air Conditioning	Install 1 x split system aircon at 18 Dowley St (\$325.00)	(325.00)	1	CSH
112	EFT13151	29/02/2024	Leisk Hydraulics Pty Ltd	Install new cistern and toilet seat at the Cemetery and replace old water pipe and anti vandal tap at Brockman Park (\$836.00), locate and fix leak at the Tourist Park (\$275.00) and replace 2 x solenoids and repair 3 x water leaks in underground water lines at the Tourist Park (\$426.00)	(1,573.00)	1	CSH
113	EFT13152	29/02/2024	Trephleene Pty Ltd T/A Canine Control	Ranger services on 09/02/2024 (\$1,698.40)	(1,698.40)	1	CSH
114	EFT13153	29/02/2024	Winc Australia Pty Ltd	6 x boxes of uniball pens for Admin (\$32.47)	(32.47)	1	CSH
115	EFT13154	29/02/2024	Artificial Turf Direct	Final payment on artificial turf for the Outdoor Gym (\$15,716.00)	(15,716.00)	1	CSH
116	EFT13155	29/02/2024	All Acrylic	5 x silver acrylic mirrors for Community Gym (\$1,740.64)	(1,740.64)	1	CSH
117	EFT13156	29/02/2024	Desert to Coast Training and Assessing	Snake handling training for 10 x staff on 01/03/24 (\$5,500.00)	(5,500.00)	1	CSH
118	EFT13157	29/02/2024	Cue Roadhouse & General Store	Refreshments for Admin, 15.05L ULP @ 199.9 c/L for whipper snippers, 36.82L ULP @ 199.9 c/L for P29 - Polaris, refreshments for Australia Day and for the Youth Program (\$340.35)	(340.35)	1	CSH
119	EFT13158	29/02/2024	Easifleet Pty Ltd	Easifleet vehicle lease for February 24 (\$1,188.13)	(1,188.13)	1	CSH
120	EFT13159	29/02/2024	Geoff Udy	Geoff Udy entertainment for Australia Day on 26/01/24 (\$1,500.00)	(1,500.00)	1	CSH
121	EFT13160	29/02/2024	Janelle Duncan	9 x weeks rent for SH13 - 6 Price St between 22/01/24 - 25/03/24 and water usage from 12/10/2023 - 14/12/2023 (\$2,744.51)	(2,744.51)	1	CSH
122	EFT13161	29/02/2024	Leisk Hydraulics Pty Ltd	Repair retic and assist with install of 2 x hydraulic rams on P48 - Float (\$286.00)	(286.00)	1	CSH
123	EFT13162	29/02/2024	Queen of The Murchison Guest House & Cafe	4 x nights accommodation and meals for Environmental Health Officer between 05/02/24 - 08/02/24 (\$785.00)	(785.00)	1	CSH
124	EFT13163	29/02/2024	Shane Baker	Install power supply for 3 x split systems at the Tourist Park Residence and Office (\$825.00)	(825.00)	1	CSH
125	EFT13164	29/02/2024	Trephleene Pty Ltd T/A Canine Control	Ranger services on 29/01/24 (\$1,698.40)	(1,698.40)	1	CSH
126	EFT13165	29/02/2024	AV Truck Services Pty Ltd	2 x sensors for P38 - Prime Mover (\$375.94)	(375.94)	1	CSH
127	EFT13166	29/02/2024	BOC Ltd	Assorted welding equipment for Depot (\$803.21) and 2 x G size oxy bottles for Depot (\$86.59)	(889.80)	1	CSH
128	EFT13167	29/02/2024	Bunnings Building Products Pty	1 x towel rail, 3 x shower curtains and 4 x buckets for the Tourist Park and 1 x towel rail, 1 x drill bit and 6 x buckets for Tools and Supplies (\$580.59)	(580.59)	1	CSH
129	EFT13168	29/02/2024	Countrywide Fridge Lines Pty Ltd	Freight on 5 x acrylic mirrors for the Community Gym (\$484.92)	(484.92)	1	CSH

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
130	EFT13169	29/02/2024	Great Northern Rural Services	48 x assorted pieces including hoses, clamps and sockets for water tank on P78 - Nissan Daycab (\$541.55)	(541.55)	1	CSH
131	EFT13170	29/02/2024	Hare & Forbes	1 x 4pce boring set 1 x lathe turning tool kit for Depot (\$495.00)	(495.00)	1	CSH
132	EFT13171	29/02/2024	Enterprise Metals Ltd	Rates refund for assessment A99001 LOT E20/00913 Mining Tenement (\$1,804.56)	(1,804.56)	1	CSH
			Total EFT's		(340,753.51)		
BPAY							
133	BPAY	27/02/2024	Telstra Corporation Ltd	Mobile phone charges for the period 27/01/2024 - 26/02/24 (\$372.85)	(372.85)	1	CSH
134	BPAY	15/02/2024	Pentanet	Internet charges for the period 01/02/24 - 29/02/24 (\$768.90)	(768.90)	1	CSH
135	BPAY	20/02/2024	Horizon Power	Electricity supply for 62 days from 02/12/23 - 01/02/24 (\$6,654.45)	(6,654.45)	1	CSH
136	BPAY	19/02/2024	Horizon Power	Electricity supply for 31 days on Street Lights from 01/01/24 - 31/01/24 (\$3,486.90)	(3,486.90)	1	CSH
137	BPAY	20/02/2024	Horizon Power	Electricity supply for 62 days from 02/12/23 - 01/02/24 (\$15,512.10)	(15,512.10)	1	CSH
138	BPAY	16/02/2024	Horizon Power	Electricity supply for 53 days on SH13 - 6 Price St from 10/10/23 - 01/12/23 and electricity supply for 62 days on SH13 - 6 Price St from 02/12/23 - 01/02/24 (\$1,143.70)	(1,143.70)	1	CSH
139	BPAY	30/01/2024	Pivotel Satellite Pty Ltd	Satellite phone charges for January 24 (\$66.00)	(66.00)	1	CSH
140	BPAY	29/02/2024	Pivotel Satellite Pty Ltd	Satellite phone charges for February 24 (\$69.96)	(69.96)	1	CSH
141	BPAY	04/02/2024	DHS Official Administered Receipts CSA Account	Payroll Deductions/Contributions	(1,152.52)	1	CSH
142	BPAY	18/02/2024	DHS Official Administered Receipts CSA Account	Payroll Deductions/Contributions	(246.50)	1	CSH
			Total BPAY's		(29,473.88)		

List of Accounts Paid as of February 2024

#	Type	Date	Name	Description	Amount	Bank	Type
CHEQUES							
143	CHEQUES		No Cheques for the month		0.00		
			Total Cheques		0.00		
PAYROLL							
144	PAYROLL	14/02/2024	Payroll Direct Debit of Net Pays	Payroll Direct Debit of Net Pays	(70,764.60)	1	CSH
145	PAYROLL	21/02/2024	Payroll Direct Debit of Net Pays	Payroll Direct Debit of Net Pays	(65,046.86)	1	CSH
			Total Payroll		(135,811.46)		
				TOTAL PAYMENTS	(552,671.09)		
				Total Credit Card	(11,281.66)		
				Total Direct Debits	(35,350.58)		
				Total EFTs	(340,753.51)		
				Total BPAY	(29,473.88)		
				Total Cheque	0.00		
				Total Payroll	(135,811.46)		
				TOTAL PAYMENTS	(552,671.09)		

10.2 FINANCIAL STATEMENT

APPLICANT:	Shire of Cue
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Glenn Boyes - Deputy Chief Executive Officer
DATE:	7 March 2024

Matters for Consideration:

The attached monthly Financial Report is for the period ending February 2024 and includes the following statements and notes:

- Statement of Financial Activity
- Major Variances
- Net Current Funding Position
- Cash and Investments
- Trust Fund
- Cash Backed Reserve
- Receivables
- Capital Disposals
- Borrowings
- Capital Acquisitions
- Rate Revenue
- Grants and Contributions

Background:

Under the *Local Government (Financial Management) Regulations 1996*, a monthly Financial Report must be submitted to an Ordinary Council meeting within two months after the end of the month to which the statement relates. The monthly Financial Report presents an overview of the financial position of the local government at the end of each month. The monthly Financial Report must be adopted by Council and form part of the minutes.

Comments:

The monthly Financial Report is for the month of February 2024.

Statutory Environment:

Local Government (Financial Management Regulations) 1996 – Clause 14.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Consultation:

Richard Towell, Chief Executive Officer

Officers Recommendation:

Voting Requirement: Simple Majority

That Council receive the attached monthly Financial Report, prepared in accordance with the *Local Government (Financial Management) Regulations 1996*, for the period ending February 2024.

Council Decision:	Voting Requirement: Simple Majority
MOVED:	SECONDED:
CARRIED:	



Shire of Cue

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www.cue.wa.gov.au

SHIRE OF CUE

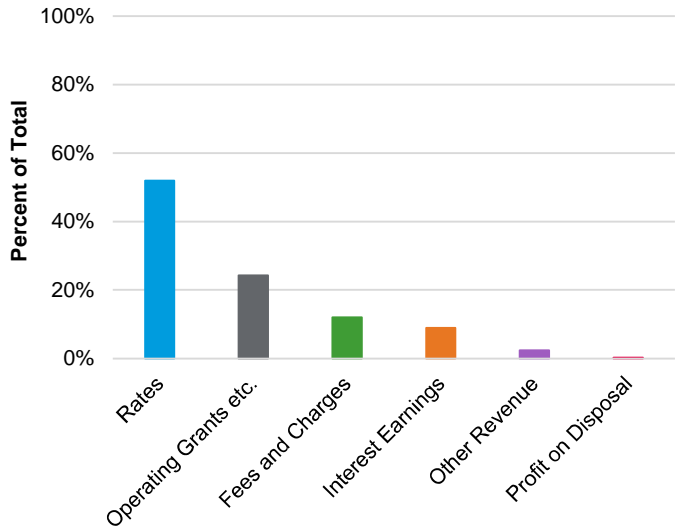
MONTHLY FINANCIAL REPORT

For the Period Ending 29 February 2024

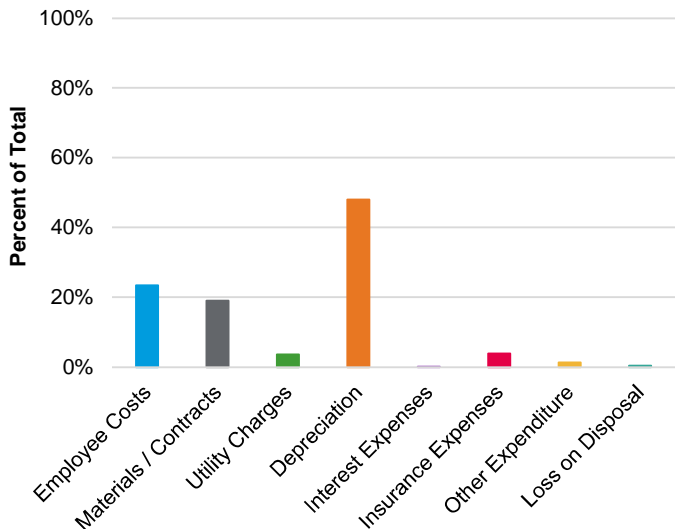
*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

SHIRE OF CUE
MONTHLY FINANCIAL REPORT
For the Period Ending 29 February 2024
SUMMARY GRAPHS - OPERATING

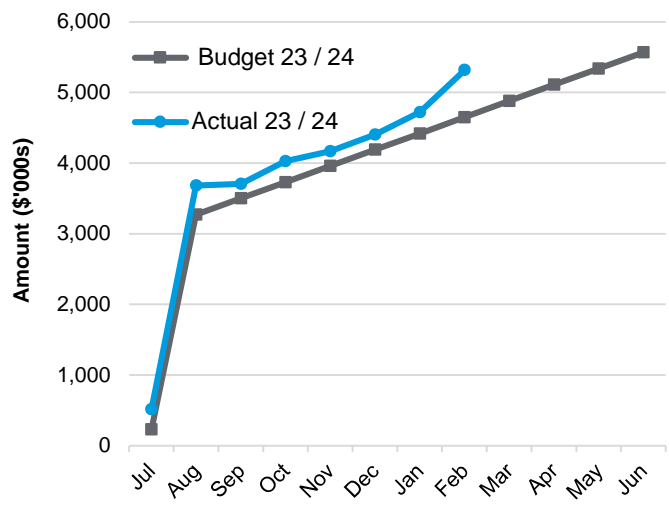
Operating Revenue



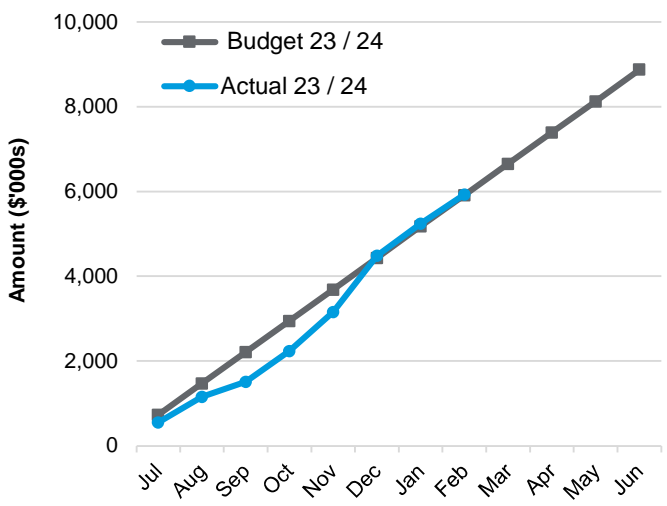
Operating Expenditure



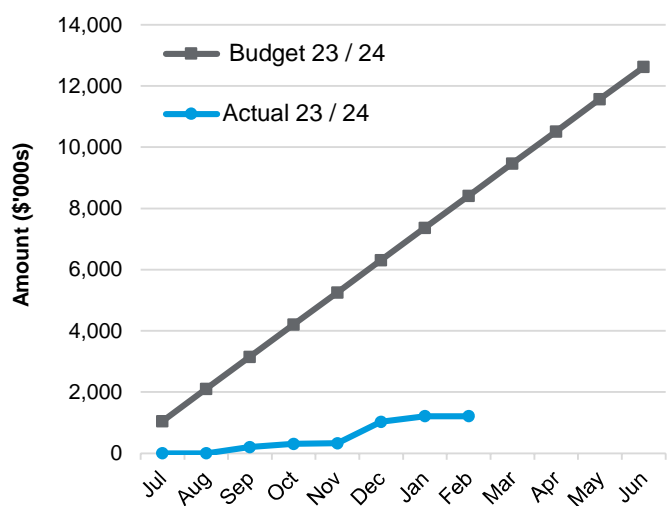
Operating Revenue



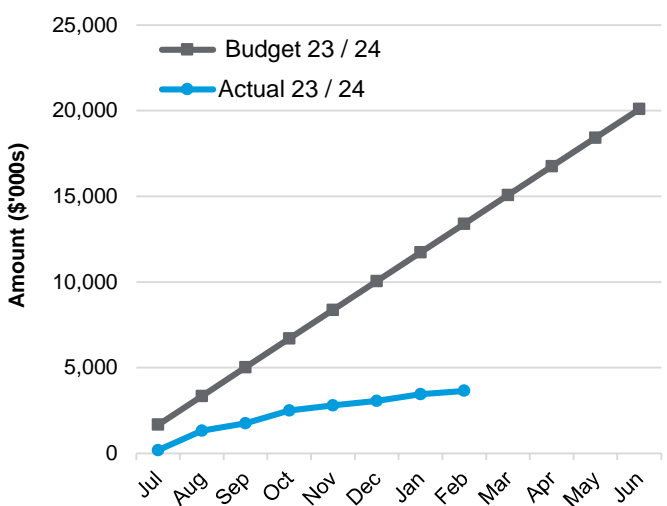
Operating Expenses



Capital Revenue (inc. Flood Damage)

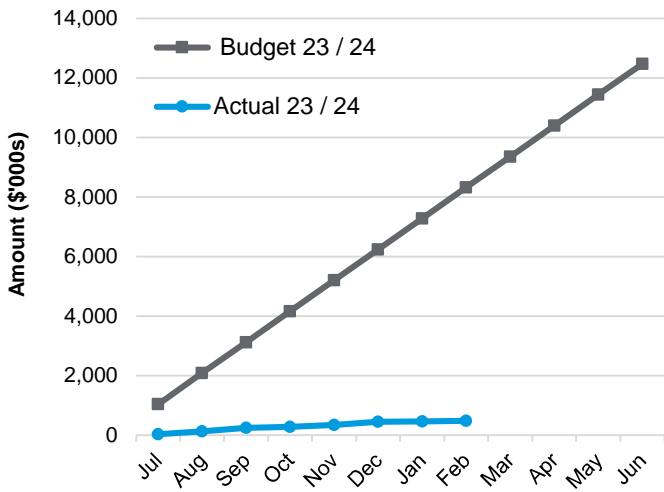


Capital Expenses (inc. Flood Damage)

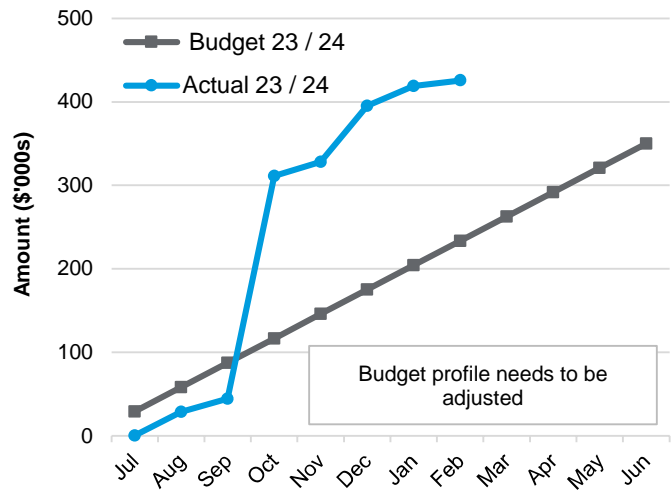


SHIRE OF CUE
MONTHLY FINANCIAL REPORT
For the Period Ending 29 February 2024
SUMMARY GRAPHS - CAPITAL

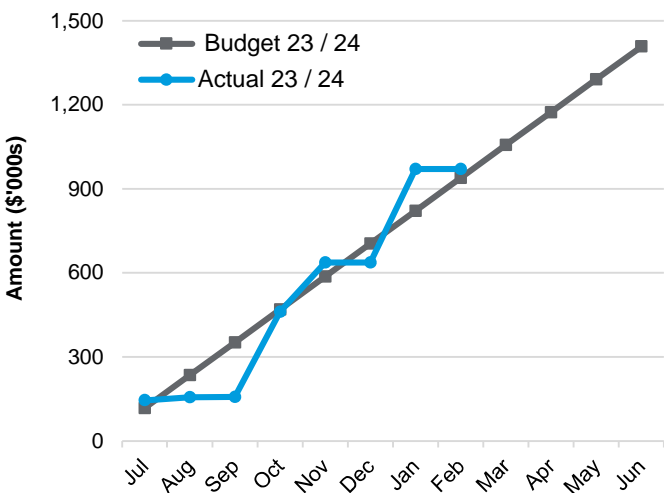
Land and Buildings (exc. Staff Housing)



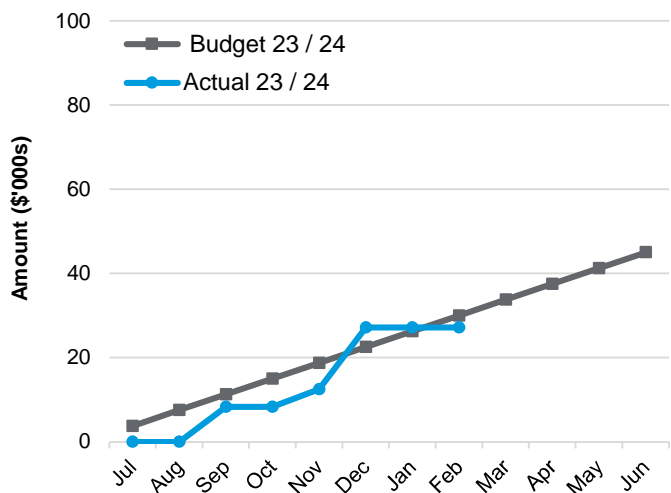
Staff Housing



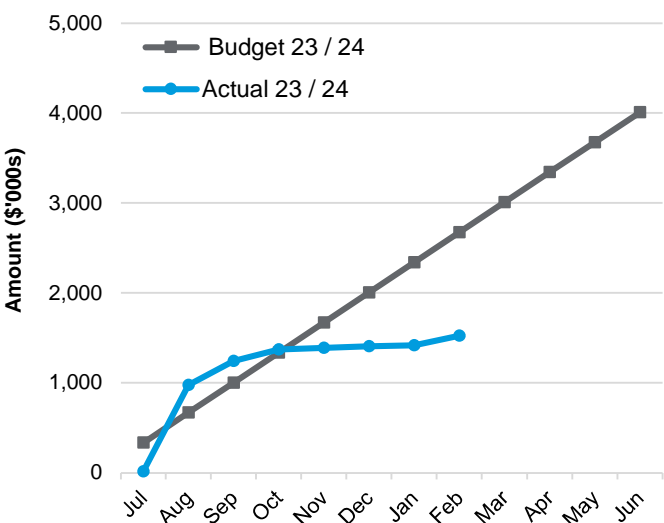
Plant and Equipment



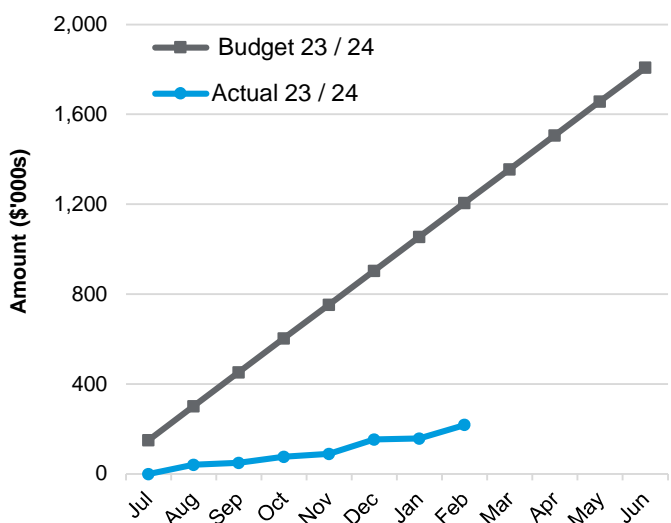
Furniture and Equipment



Roads



Other Infrastructure



SHIRE OF CUE
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	2(a)	7,180,910	7,180,910	7,147,351		
Revenue from Operating Activities						
Rates	9	2,747,540	2,745,868	2,765,754	19,886	1%
Grants, Subsidies and Contributions	10(a)	1,309,800	873,178	1,292,936	419,758	48%
Fees and Charges		900,300	621,767	640,689	18,922	3%
Interest Earnings		376,000	250,667	474,818	224,151	89%
Other Revenue		172,000	114,647	127,521	12,874	11%
Profit on Disposal of Assets	6	62,000	41,336	15,536	(25,800)	(62%)
		5,567,640	4,647,463	5,317,254		
Expenditure from Operating Activities						
Employee Costs		(2,550,400)	(1,700,402)	(1,390,442)	309,960	18%
Materials and Contracts		(2,214,400)	(1,477,047)	(1,129,256)	347,791	24%
Utility Charges		(422,400)	(281,485)	(215,861)	65,624	23%
Depreciation on Non-current Assets		(3,108,600)	(2,072,383)	(2,848,082)	(775,699)	(37%)
Interest Expenses	7	(17,000)	(8,500)	(7,567)	933	11%
Insurance Expenses		(278,500)	(185,585)	(233,786)	(48,201)	(26%)
Other Expenditure		(263,700)	(175,739)	(79,518)	96,221	55%
Loss on Disposal of Assets	6	(24,000)	(16,000)	(27,089)	(11,089)	(69%)
		(8,879,000)	(5,917,141)	(5,931,600)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,108,600	2,072,383	2,848,082		
(Profit) / Loss on Asset Disposal		(38,000)	(25,336)	11,553		
Net Amount from Operating Activities		(240,760)	777,369	2,245,289		
Investing Activities						
Grants, Subsidies and Contributions	10(b)	12,625,200	8,416,768	1,081,332	(7,335,436)	(87%)
Proceeds from Disposal of Assets		303,000	202,000	132,727	(69,273)	(34%)
Land and Buildings	8(a)	(12,824,200)	(8,549,299)	(911,439)	7,637,860	89%
Plant and Equipment	8(b)	(1,408,000)	(938,664)	(970,680)	(32,016)	(3%)
Furniture and Equipment	8(c)	(45,000)	(29,998)	(27,172)	2,826	9%
Infrastructure Assets - Roads	8(d)	(4,010,000)	(2,673,296)	(1,525,452)	1,147,844	43%
Infrastructure Assets - Other	8(e)	(1,808,000)	(1,205,162)	(218,653)	986,509	82%
Net Amount from Investing Activities		(7,167,000)	(4,777,651)	(2,439,336)		
Financing Activities						
Transfer from Reserves	4	938,000	-	-	-	
Repayment of Debentures	7	(96,150)	(96,150)	(96,154)	(4)	(0%)
Transfer to Reserves	4	(615,000)	(120,000)	(294,443)	(174,443)	(145%)
Net Amount from Financing Activities		226,850	(216,150)	(390,597)		
Closing Funding Surplus / (Deficit)	2(a)	-	2,964,478	6,562,707		

* - Note 1 provides an explanation for the relevant variances shown above.

SHIRE OF CUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

1. 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 budget materially.

The material variance adopted by Council for the 2023/24 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var	Var	Var	Timing / Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
Grants, Subsidies and Contributions	419,758	48%	▲	Timing	Timing of grants, federal grants, partial road user agreement revenue still to be raised
Interest Earnings	224,151	89%	▲	Timing	Timing of term deposit maturities and interest rates
Profit on Disposal of Assets	(25,800)	(62%)	▼	Timing	Timing of disposals
Operating Expense					
Employee Costs	309,960	18%	▲	Timing	Vacancies and staffing levels
Materials and Contracts	347,791	24%	▲	Timing	Expenditure less than budgeted
Utility Charges	65,624	23%	▲	Timing	Expenditure less than budgeted
Depreciation on Non-current Assets	(775,699)	(37%)	▼	Permanent	Revaluated assets increased depreciation
Insurance Expenses	(48,201)	(26%)	▼	Timing	Budget profile and expenditure less than budgeted
Other Expenditure	96,221	55%	▲	Timing	Expenditure less than budgeted
Capital Revenues					
Grants, Subsidies and Contributions	(7,335,436)	(87%)	▼	Timing	Timing of grants and contributions, including flood damage reimbursements
Proceeds from Disposal of Assets	(69,273)	(34%)	▼	Timing	Timing of disposals
Capital Expenses					
Land and Buildings	7,637,860	89%	▲	Timing	See Note 8 (Timing of projects)
Plant and Equipment	(32,016)	(3%)	▼	Timing	See Note 8 (Timing of purchases)
Infrastructure - Roads	1,147,844	43%	▲	Timing	See Note 8 (Timing of roads projects and flood damage works)
Infrastructure - Other	986,509	82%	▲	Timing	See Note 8 (Timing of projects)
Financing					
Transfer to Reserves	(174,443)	(145%)	▼	Timing	Timing of term deposit maturities and interest rates

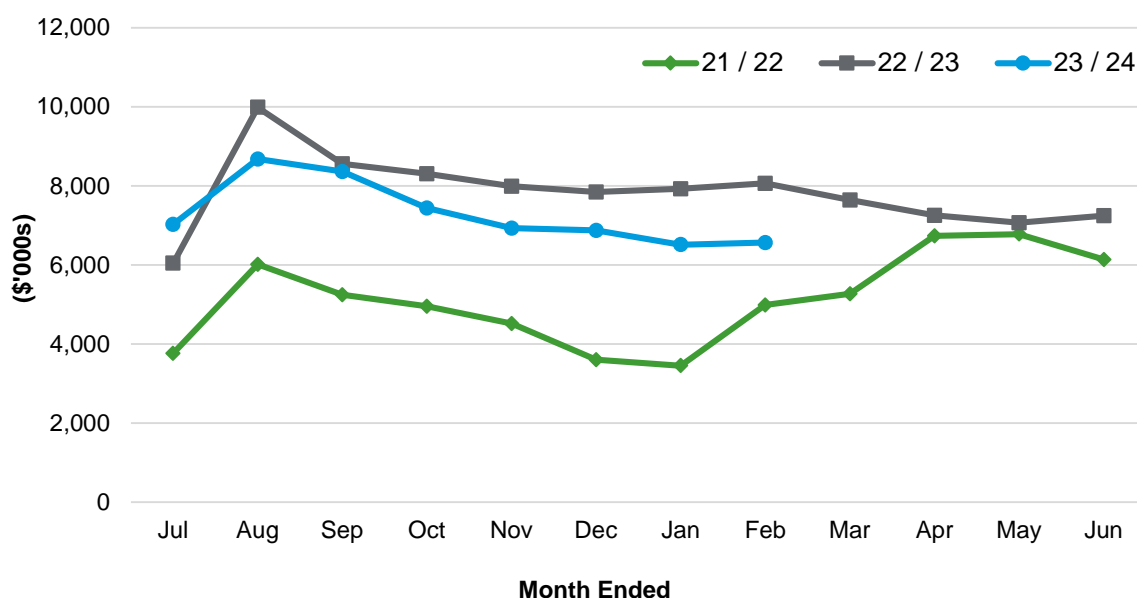
SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

2. FINANCIAL POSITION

(a) Net Current Funding Position

	29 Feb 24	30 Jun 23
Current Assets	\$	\$
Cash and Cash Equivalents- Unrestricted	5,431,941	8,054,297
Cash and Cash Equivalents - Restricted		
Cash Backed Reserves	7,690,838	7,396,396
Deposits and Bonds	13,582	40,010
Unspent Grants, Subsidies and Contributions	344,794	323,295
Receivables	1,350,139	915,016
Inventories	52,264	62,342
Total Current Assets	14,883,559	16,791,355
Current Liabilities		
Trade and Other Payables	(82,673)	(1,721,768)
Income Received in Advance	(22,838)	(25,084)
Contract Obligations	(321,956)	(298,211)
Loan Liability	-	(96,154)
Provisions	(202,546)	(202,546)
Total Current Liabilities	(630,013)	(2,343,763)
Less: Cash Reserves	(7,690,838)	(7,396,396)
Less: Loan Liability	-	96,154
Net Funding Position	6,562,707	7,147,351

Net Funding Position



SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

2. FINANCIAL POSITION (Continued)

(b) Statement of Financial Position

	29 Feb 24	30 Jun 23
Current Assets	\$	\$
Cash and Cash Equivalents	2,428,171	4,044,031
Receivables and Other Assets	1,350,139	963,248
Inventories	52,264	62,342
Financial Assets	11,052,984	11,769,966
Total Current Assets	14,883,559	16,839,587
Non-Current Assets		
Receivables and Other Assets	8,279	8,279
Financial Assets	20,372	20,372
Property, Plant and Equipment Infrastructure	22,022,337	21,008,391
	52,917,685	53,270,599
Total Non-Current Assets	74,968,673	74,307,640
Total Assets	89,852,232	91,147,227
Current Liabilities		
Other Liabilities	(321,956)	(290,195)
Trade and Other Payables	(105,511)	(1,803,099)
Borrowings	-	(96,154)
Employee Related Provisions	(202,546)	(202,546)
Total Current Liabilities	(630,013)	(2,391,995)
Non-Current Liabilities		
Borrowings	(560,414)	(560,414)
Employee Related Provisions	(44,167)	(44,167)
Total Non-Current Liabilities	(604,581)	(604,581)
Total Liabilities	(1,234,594)	(2,996,576)
Net Assets	88,617,637	88,150,652
Equity		
Retained Surplus	(26,231,987)	(26,059,444)
Reserves - Cash Backed	(7,690,838)	(7,396,396)
Revaluation Surplus	(54,694,812)	(54,694,812)
Total Equity	(88,617,637)	(88,150,652)

SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

3. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Total	Interest	Maturity
	\$	\$	Amount	Rate	Date
(a) Cash and Cash Equivalents	\$	\$	\$	%	
Cash On Hand	970	-	970	0.00	N/A
Cheque Account	109,378	-	109,378	2.50	N/A
Online Saver Account	2,317,823	-	2,317,823	4.35	N/A
Cash Deposit	1,734,624	358,376	2,093,000	5.00	22 Mar 24
Cash Deposit	1,269,146	-	1,269,146	4.74	21 May 24
Reserves Deposit (CBA)	-	1,586,798	1,586,798	5.39	04 Jul 24
Reserves Deposit (CBA)	-	2,638,650	2,638,650	5.10	27 Mar 24
Reserves Deposit (CBA)	-	961,943	961,943	4.89	16 Jan 25
Reserves Deposit (NAB)	-	1,202,547	1,202,547	5.55	03 Jul 24
Reserves Deposit (NAB)	-	1,300,901	1,300,901	5.10	17 Dec 24
Total Cash / Financial Assets	5,431,941	8,049,214	13,481,155		

(b) Trust Fund

Description	Opening	Amount	Transferred	Amount	Closing
	Balance	Received	To Muni	Paid	Balance
	01 Jul 23	\$	\$	\$	29 Feb 24
	\$	\$	\$	\$	\$
Cue LCDC	2,082	-	-	-	2,082
Total Funds in Trust	2,082	-	-	-	2,082

The Trust account is a no fee no interest account.

4. CASH BACKED RESERVES

YTD Actual

Reserve Name	Balance	Transfers	Interest	Transfer	Balance
	01 Jul 23	from	Received	to	29 Feb 24
	\$	\$	\$	\$	\$
Long Service Leave	64,483	-	2,567	-	67,050
Building Maintenance	608,484	-	24,223	-	632,707
Plant Replacement	526,662	-	20,967	-	547,629
Streetscape	325,072	-	11,455	-	336,527
Sports Facilities	125,164	-	6,469	-	131,633
Tourist Park Development	258,531	-	10,293	-	268,824
Water Playground	62,183	-	2,476	-	64,659
Beringarra Road	2,421,807	-	96,409	-	2,518,215
Tourism	126,272	-	5,026	-	131,298
Housing / Land Development	221,945	-	8,834	-	230,779
Heritage	642,142	-	25,563	-	667,705
Road Maintenance	1,779,914	-	70,856	-	1,850,770
Infrastructure	233,737	-	9,305	-	243,042
Total Cash Backed Reserves	7,396,396	-	294,443	-	7,690,838

SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

5. RECEIVABLES

(a) Rates Receivable

	29 Feb 24
	\$
Current	266,420
Previous Year	82,491
Second Previous Year	36,236
Third Previous Year or Greater	103,920
Total Rates Receivable Outstanding	489,067

(b) General Receivables

	29 Feb 24
	\$
Current	461,281
30 Days	7,192
60 Days	200
90+ Days	69,645
Total General Receivables Outstanding	538,318

6. DISPOSAL OF ASSETS

	Annual Budget Profit / (Loss)	YTD Proceeds on Disposal	YTD Actual Profit / (Loss)
	\$	\$	\$
Plant and Equipment			
Caterpillar Skid Steer Loader	14,000	-	-
Mack Trident Prime Mover	4,000	-	-
Iveco Prime Mover	-	-	-
CAT 301.7D Mini Excavator	15,000	-	-
Toyota Coaster Bus	(23,000)	30,000	(17,996)
Works Manager Ute	(1,000)	-	-
Roads Crew Supervisor Ute	3,000	25,455	2,085
VW Amarok Double Cab	5,000	31,818	1,146
Town Crew Ute	14,000	21,818	8,846
Town Crew Supervisor Ute	7,000	23,636	3,458
Curtis Dyna Portable Fogger	-	-	(4,260)
Dynafog BlackHawk Fogger	-	-	(714)
Walker Ride on Mower	-	-	(2,981)
Igeba Thermal Fog Generator	-	-	(1,138)
Total Profit or (Loss)	38,000	132,727	(11,553)

SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

7. INFORMATION ON BORROWINGS

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
GROH Housing			
Principal Repayments	96,150	96,150	96,154
Interest and Fees	17,000	8,500	7,567
Total Repayments	113,150	104,650	103,721
Principal Outstanding			
Principal Outstanding 01 Jul	656,568	656,568	656,568
Principal Repayments	(96,150)	(96,150)	(96,154)
Principal Outstanding Current Month	560,418	560,418	560,414

SHIRE OF CUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

8. CAPITAL ACQUISITIONS

(a) Land and Buildings

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Staff Unit Housing Development	350,000	233,331	425,815	(192,484)
Pensioner Housing Development	3,889,200	2,592,784	-	2,592,784
Staff Housing	600,000	399,984	182,784	217,200
GROH Housing	10,000	6,664	-	6,664
Recreation Centre	3,200,000	2,133,328	-	2,133,328
Great Fingal Mine Office	2,000,000	1,333,328	-	1,333,328
Railway Building and Youth Centre	40,000	26,664	46	26,618
Town Hall Upgrades	50,000	33,312	-	33,312
Heritage Building Renovations	350,000	233,328	130,028	103,300
Masonic Lodge	760,000	506,656	11,759	494,897
Heritage Interpretive Centre	40,000	26,664	288	26,376
Rifle Range Ablutions	25,000	16,664	-	16,664
Bowling Green and Outdoor Area Upgrades	10,000	6,664	-	6,664
Works Depot Improvements	300,000	199,992	-	199,992
Airport Terminal	400,000	266,664	-	266,664
Tourist Park House and Office	70,000	46,656	-	46,656
Old Gaol Restoration	130,000	86,664	25,928	60,736
Tourist Park Buildings	200,000	133,320	-	133,320
Heydon Place Industrial Development	120,000	79,992	56,282	23,710
Old Municipal Building Improvements	80,000	53,320	-	53,320
Old Hospital and Incinerator	150,000	100,000	15,948	84,052
Administration Building Improvements	50,000	33,320	62,561	(29,241)
Total Land and Buildings	12,824,200	8,549,299	911,439	7,637,860

(b) Plant and Equipment

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Prime Mover	370,000	246,666	333,391	(86,725)
Community Bus	200,000	133,333	169,859	(36,526)
Skid Steer Loader	85,000	56,667	76,336	(19,670)
4 x 4 Dual Cab 4.5 Tonne Truck	120,000	80,000	-	80,000
2 x 4 Single Cab 4.5 Tonne Truck	120,000	80,000	-	80,000
Mini Excavator	80,000	53,333	81,899	(28,565)
Road Maintenance Equipment	20,000	13,333	-	13,333
Works Manager Ute	75,000	50,000	63,223	(13,224)
Roads Crew Supervisor Ute	68,000	45,333	60,993	(15,660)
Aerodrome Vehicle	65,000	43,333	59,994	(16,660)
Town Crew Ute	60,000	40,000	47,775	(7,775)
Town Crew Supervisor Ute	55,000	36,667	52,884	(16,217)
Town Maintenance Equipment	25,000	16,667	-	16,667
Workshop Equipment	40,000	26,667	-	26,667
Plant trailer	25,000	16,667	24,326	(7,659)
Total Plant and Equipment	1,408,000	938,664	970,680	(32,016)

SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

8. CAPITAL ACQUISITIONS (Continued)

(c) Furniture and Equipment

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Council	10,000	6,667	14,688	(8,021)
Staff Housing	15,000	10,000	-	10,000
Tourist Park	10,000	6,664	-	6,664
Administration	10,000	6,667	12,484	(5,817)
Total Furniture and Equipment	45,000	29,998	27,172	2,826

SHIRE OF CUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

8. CAPITAL ACQUISITIONS (Continued)

(d) Infrastructure - Roads

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Flood Damage Reimbursement	2,000,000	1,333,328	4,641	1,328,687
Roads to Recovery	850,000	566,664	890,488	(323,824)
Construction - Muni Funds Roads	200,000	133,320	147,124	(13,804)
Regional Roads Group	450,000	300,000	477,569	(177,569)
Cue-Beringarra Road	150,000	100,000	5,630	94,370
Grid Widening Program	80,000	53,320	-	53,320
Town Footpaths	280,000	186,664	-	186,664
Total Infrastructure - Roads	4,010,000	2,673,296	1,525,452	1,147,844

(e) Other Infrastructure

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Waste Site - Fencing and Improvements	150,000	99,976	43,489	56,487
Deep Sewerage	240,000	160,000	-	160,000
Cemetery Niche Wall	35,000	23,320	1,306	22,014
Playground Equipment and Other Infrastructure	300,000	199,992	-	199,992
Sporting Facilities	20,000	13,317	37,082	(23,765)
Oval Infrastructure	50,000	33,328	-	33,328
Walk and Cycle Trails	15,000	9,984	3,400	6,584
Airport Runway Resealing	250,000	166,648	45,909	120,739
Road Train Assembly Area	50,000	33,328	33,160	168
Tourism and Area Promotion	145,000	96,656	9,086	87,570
Streetscape and Community Projects	150,000	99,984	-	99,984
Tourist Park Improvements	150,000	99,992	27,897	72,095
Golf Course and Other Infrastructure	25,000	16,664	-	16,664
CCTV and Communications	75,000	50,000	-	50,000
RV Site	30,000	19,984	-	19,984
Oasis Visitor Parking Project	23,000	15,328	-	15,328
Standpipe Automation	30,000	20,000	2,912	17,088
Community Gym	50,000	33,333	14,412	18,921
Aerodrome Infrastructure	20,000	13,328	-	13,328
Total Infrastructure - Other	1,808,000	1,205,162	218,653	986,509

Total Capital Expenditure

20,095,200	13,396,419	3,653,395	9,743,024
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SHIRE OF CUE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

9. RATING INFORMATION

	Rateable Value	Rate in	Number of Properties	Annual Budget Revenue	YTD Actual Revenue
	\$	\$	#	\$	\$
General Rates					
GRV Residential	561,986	0.106180	85	59,672	58,976
GRV Commercial	487,440	0.106180	7	51,756	51,756
GRV Vacant Land	-	0.106180	0	-	-
GRV M & T Workforce	598,432	0.159271	5	95,313	95,313
UV Mining	9,377,015	0.258201	379	2,421,155	2,421,155
UV Pastoral	550,580	0.083122	13	45,765	45,765
Total General Rates				2,673,661	2,672,965
Minimum Rates					
GRV Residential	148,085	491.00	52	25,532	25,532
GRV Commercial	-	491.00	0	-	-
GRV Vacant Land	5,250	491.00	36	17,676	17,676
GRV M & T Workforce	-	491.00	0	-	-
UV Mining	147,093	491.00	151	74,141	74,141
UV Pastoral	16,852	491.00	5	2,455	2,455
Total Minimum Rates				119,804	119,804
Total General and Minimum Rates				2,793,465	2,792,769
Other Rate Revenue					
Rates Written-off				(43,570)	(435)
Discounts / Concessions				(6,355)	(289)
Incentive Prize				(1,000)	(1,000)
Interim and Back Rates				5,000	(25,291)
Total Funds Raised from Rates				2,747,540	2,765,754

SHIRE OF CUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

10. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Commission Grants	WA Government	-	-	59,597
Roads Commission Grants	WA Government	-	-	22,500
ESL Grant	FESA	7,500	5,000	5,957
Youth Program Grant		1,000	664	1,000
Donations Received		800	528	-
Australia Day Grant		20,000	13,328	9,000
MRWA RRG Direct Grant	MRWA	150,000	100,000	151,755
Road User Agreements		1,100,000	733,333	1,014,951
Road Maintenance		5,500	3,664	-
Diesel Fuel Rebate		20,000	13,333	28,175
Sundry Income Admin		5,000	3,328	-
Total Grants, Subsidies and Contributions		1,309,800	873,178	1,292,936

(b) Non-operating Grants, Subsidies and Contributions

	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
Local Roads / Community Infrastructure	Federal	536,590	357,720	-
Pensioner Housing Development	WA Government	3,889,200	2,592,800	-
Deep Sewerage	Royalties for Regions	240,000	160,000	-
Great Fingall Mine Development	WA Government	1,500,000	1,000,000	-
Great Fingall Mine Development	Contribution	250,000	166,664	-
Recreation Centre		2,550,000	1,700,000	-
Bank of WA	RED	80,000	53,328	-
Playground	WA Government	110,000	73,328	-
Flood Damage Reimbursement	DFES	1,846,000	1,230,664	-
Town Footpaths		140,000	93,328	-
Airport Grants and Contributions	Contribution	600,000	400,000	200,000
Roads to Recovery	Federal	583,410	388,936	581,332
RRG - RRG Road Project Grant	RRG	300,000	200,000	300,000
Total Grants, Subsidies and Contributions		12,625,200	8,416,768	1,081,332

10.3 COMPLIANCE AUDIT RETURN 2023

APPLICANT: Shire of Cue
DISCLOSURE OF INTEREST: Nil
AUTHOR: Glenn Boyes - Deputy Chief Executive Officer
DATE: 7 March 2024

Matters for Consideration:

Endorsement of the Compliance Audit Return 2023.

Background:

Each year a Local Government is required to complete a Compliance Audit Return (CAR) for the period 1 January to 31 December. Regulations require that the CAR is reviewed by the Audit Committee prior to adoption by Council. Once adopted by Council, a certified copy of the CAR, a copy of the relevant section of the minutes and any additional information explaining or qualifying the CAR is to be submitted to the Departmental CEO by 31 March following the period to which the CAR relates.

Comments:

The Compliance Audit Return for the period 1 January 2023 to 31 December 2023 has been prepared by the Shire of Cue administration. The CAR provides an internal control to assess statutory compliance and covers areas such as disclosure of interest, official conduct, tenders for providing goods and services, delegation of power and duties and appointment of senior employees.

Statutory Environment:

Local Government Act 1995, Section 7.13(1)(i)

7.13. Regulations as to audits

(1) Regulations may make provision as follows -

(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are

-
- (i) of a financial nature or not; or*
- (ii) under this Act or another written law.*

Local Government (Audit) Regulations 1996:

14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be -

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with -

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation -

certified in relation to a compliance audit return means signed by -

(a) the mayor or president; and

(b) the CEO.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Cue Strategic Community Plan 2023 - 2038

Outcome 2.1.3

Maintain accountability and financial responsibility

Consultation:

Richard Towell, Chief Executive Officer

Officers Recommendation:

Voting Requirement: Absolute Majority

That Council, by absolute majority;

1. Accept the Audit Committee's recommendation to Council that it adopts the 2023 Compliance Audit Return; and
2. Adopt the 2023 Compliance Audit Report as presented.

Council Decision:	Voting Requirement: Absolute Majority
MOVED:	SECONDED:
CARRIED:	

Compliance Audit Return Form

Start ✓

Details ✓

Commercial Enterprises ✓

Delegation ✓

Disclosure of Interest ✓

Disposal of Property ✓

Elections ✓

Finance ✓

IPR ✓

Employees ✓

Conduct ✓

Other ✓

Tenders ✓

Documents ✓

Review

Finalise

Print

Details

Local Government

Cue, Shire of

Created By

Glenn Boyes

Year of Return

2023

Status

Draft

Commercial Enterprises by Local Governments

1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023? *

N/A

Add comments

—

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2023? *

N/A

Add comments

—

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023? *

N/A

Add comments

—

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023? *

N/A

Add comments

—

5. During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? *

N/A

Add comments

—

Delegation of Power/Duty

1. Were all delegations to committees resolved by absolute majority? *

N/A

Add comments

—

2. Were all delegations to committees in writing? *

N/A

Add comments

—

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *

N/A

Add comments

—

4. Were all delegations to committees recorded in a register of delegations? *

N/A

Add comments

—

5. Has council reviewed delegations to its committees in the 2022/2023 financial year? *

N/A

Add comments

—

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *

Yes

Add comments

—

7. Were all delegations to the CEO resolved by an absolute majority? *

Yes

Add comments

Please enter comments *

CD 08072023

8. Were all delegations to the CEO in writing? *

Yes

Add comments

Please enter comments *

CD 08072023

Delegated Authority Register 2023 - 2024

9. Were all delegations by the CEO to any employee in writing? *

Yes

Add comments

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? *

N/A

Add comments

11. Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees? *

Yes

Add comments

Please enter comments *

Delegated Authority Register 2023 - 2024

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year? *

Yes

Add comments

Please enter comments *

CD 08072023

13. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19? *

Yes

Add comments

Disclosure of Interest

1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *

Yes

Add comments

Please enter comments *

CD 07092022

CD 06102022

2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *

Yes

Add comments

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? *

Yes

Add comments

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? *

Yes

Add comments

—

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023? *

Yes

Add comments

—

6. On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return? *

Yes

Add comments

—

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *

Yes

Add comments

—

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *

Yes

Add comments

—

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *

Yes

Add comments

—

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *

Yes

Add comments

—

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *

Yes

Add comments

—

12. Did the CEO publish an up-to-date version of the gift register on the local government's website? *

Yes

Add comments

—

13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? *

Yes

Add comments

—

14. Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? *

Yes

Add comments

—

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *

Yes

Add comments

—

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *

N/A

Add comments

—

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *

N/A

Add comments

—

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct? *

Yes

Add comments

Please enter comments *

CD 05042021

19. Did the local government adopt additional requirements in addition to the model code of conduct? *

No

Add comments

—

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *

Yes

Add comments

—

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? *

Yes

Add comments

—

21a. Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website? *

Yes

Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? *

Yes

Add comments

—

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property? *

Yes

Add comments

—

Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *

Yes

Add comments

—

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *

Yes

Add comments

—

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *

Yes

Add comments

Finance

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *

Yes

Add comments

Please enter comments *

CD 09102023

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? *

N/A

Add comments

3. Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023? *

Yes

Add comments

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *

N/A

Add comments

—

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *

N/A

Add comments

—

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *

N/A

Add comments

—

7. Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit? *

Yes

Add comments

—

Integrated Planning and Reporting

1. Has the local government adopted by absolute majority a strategic community plan? *

Yes

Add comments

Please provide the adoption date or the date of the most recent review *

17/05/2022

Please enter comments *

CD 06052022

2. Has the local government adopted by absolute majority a corporate business plan? *

Yes

Add comments

Please provide the adoption date or the date of the most recent review *

16/05/2023

Please enter comments *

CD 07052023

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *

Yes

Add comments

—

Local Government Employees

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *

N/A

Add comments

—

2. Was all information provided in applications for the position of CEO true and accurate? *

N/A

Add comments

—

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *

N/A

Add comments

—

4. Did the CEO inform council of each proposal to employ or dismiss senior employee? *

N/A

Add comments

—

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *

N/A

Add comments

—

Official Conduct

1. Has the local government designated an employee to be its complaints officer? *

Yes

Add comments

—

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *

Yes

Add comments

—

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *

Yes

Add comments

—

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *

Yes

Add comments

—

Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2) (c) within the three financial years prior to 31 December 2023?

Yes

Add comments

Please provide the date of council's resolution to accept the report. *

03/12/2021

Please enter comments *

CD 15052022

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?

Yes

Add comments

Please provide the date of council's resolution to accept the report. *

18/07/2023

Please enter comments *

CD 07072023

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

N/A

Add comments

—

4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Yes

Add comments

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Yes

Add comments

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Yes

Add comments

7. Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?

Yes

Add comments

8. By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?

Yes

Add comments

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

Yes

Add comments

—

Tenders for Providing Goods and Services

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *

Yes

Add comments

—

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *

Yes

Add comments

—

3. When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *

Yes

Add comments

—

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *

N/A

Add comments

Please enter comments *

No multiple contracts

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *

N/A

Add comments

Please enter comments *

No variations

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *

Yes

Add comments

—

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *

Yes

Add comments

—

8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *

N/A

Add comments

—

9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *

Yes

Add comments

—

10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *

Yes

Add comments

—

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *

N/A

Add comments

—

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *

N/A

Add comments

—

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *

N/A

Add comments

—

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *

N/A

Add comments

—

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *

N/A

Add comments

—

16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *

N/A

Add comments

—

17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *

N/A

Add comments

—

18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *

N/A

Add comments

—

19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *

N/A

Add comments

—

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *

N/A

Add comments

—

21. Did the CEO send each applicant written notice advising them of the outcome of their application? *

N/A

Add comments

—

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *

Yes

Add comments

—

Documents

There are no notes to display.

Close

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Next

10.4 2023 - 2024 BUDGET REVIEW

APPLICANT: Shire of Cue
DISCLOSURE OF INTEREST: Nil
AUTHOR: Glenn Boyes - Deputy Chief Executive Officer
DATE: 7 March 2024

Matters for Consideration:

To consider and adopt the Budget Review as presented in the Statement of Financial Activity showing the year-to-date actuals for the period 1 July 2023 to 31 December 2023.

Background:

A Statement of Financial Activity incorporating budget variations and forecasts to 30 June 2024 based on year-to-date actuals for the period ending 31 December 2023 is presented for Council to consider.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review.

Comments:

The Budget Review has been prepared to include information required by the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Council adopted a 10% and a \$25,000 minimum for the reporting of material variances to be used in the Statements of Financial Activity and the Budget Review.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Regulation 33A

(1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*

(2A) *The review of an annual budget for a financial year must -*

(a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*

- (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
 - (d) *include the following -*
 - (i) *the annual budget adopted by the local government;*
 - (ii) *an update of each of the estimates included in the annual budget;*
 - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*
 - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications:

The Budget is based on the principles contained in the Strategic Community Plan and the Corporate Business Plan.

Financial Implications:

The proposed amendments are made with the intention of more accurately reflecting the predicted financial outcome for the 2023-2024 financial year.

Strategic Implications:

The Budget Review has been developed based on existing strategic planning documents adopted by Council.

Consultation:

Richard Towell, Chief Executive Officer

Officers Recommendation:

Voting Requirement: Absolute Majority

That Council by absolute majority:

1. Accept the budget review as presented; and
-

2. Adopt the revised budget figures as budget amendments for the year ending 30 June 2024.

Council Decision:	Voting Requirement: Absolute Majority
MOVED:	SECONDED:
CARRIED:	



Shire of Cue

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www.cue.wa.gov.au

SHIRE OF CUE

BUDGET REVIEW

For the Period Ending 30 June 2024

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

SHIRE OF CUE
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2024

	Note	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$
Opening Funding Surplus / (Deficit)	7	7,180,910	(33,559)	7,147,351	7,147,351
Revenue from Operating Activities					
Rates	1	2,747,540	-	2,747,540	2,768,818
Grants, Subsidies and Contributions	4	1,309,800	324,500	1,634,300	649,219
Fees and Charges	7	900,300	27,680	927,980	548,397
Interest Earnings	7	376,000	182,000	558,000	360,225
Other Revenue	7	172,000	(39,000)	133,000	50,697
Profit on Disposal of Assets	3	62,000	-	62,000	15,536
		5,567,640	495,180	6,062,820	4,392,892
Expenditure from Operating Activities					
Employee Costs	7	(2,550,400)	-	(2,550,400)	(1,036,700)
Materials and Contracts	7	(2,214,400)	(174,620)	(2,389,020)	(806,158)
Utility Charges	7	(422,400)	(5,000)	(427,400)	(134,389)
Depreciation on Non-current Assets	7	(3,108,600)	(1,193,160)	(4,301,760)	(2,158,391)
Interest Expenses	6	(17,000)	-	(17,000)	-
Insurance Expenses	7	(278,500)	43,000	(235,500)	(230,141)
Other Expenditure	7	(263,700)	(5,001)	(268,701)	(60,185)
Loss on Disposal of Assets	3	(24,000)	(9,000)	(33,000)	(17,996)
		(8,879,000)	(1,343,781)	(10,222,781)	(4,443,960)
Excluded Non-cash Operating Activities					
Depreciation and Amortisation		3,108,600	1,193,160	4,301,760	2,158,391
(Profit) / Loss on Asset Disposal		(38,000)	9,000	(29,000)	2,460
Net Amount from Operating Activities		(240,760)	353,559	112,799	2,109,783
Investing Activities					
Grants, Subsidies and Contributions	4	12,625,200	-	12,625,200	901,332
Proceeds from Disposal of Assets	2	303,000	-	303,000	132,727
Land and Buildings	2	(12,824,200)	(215,000)	(13,039,200)	(852,605)
Plant and Equipment	2	(1,408,000)	-	(1,408,000)	(637,289)
Furniture and Equipment	2	(45,000)	(15,000)	(60,000)	(27,172)
Infrastructure Assets - Roads	2	(4,010,000)	-	(4,010,000)	(1,432,983)
Infrastructure Assets - Other	2	(1,808,000)	(20,000)	(1,828,000)	(162,516)
Net Amount from Investing Activities		(7,167,000)	(250,000)	(7,417,000)	(2,078,504)
Financing Activities					
Transfer from Reserves	5	938,000	-	938,000	-
Repayment of Debentures	6	(96,150)	-	(96,150)	(47,864)
Transfer to Reserves	5	(615,000)	(70,000)	(685,000)	(270,236)
Net Amount from Financing Activities		226,850	(70,000)	156,850	(318,100)
Closing Funding Surplus / (Deficit)		-	-	-	6,860,530

SHIRE OF CUE**STATEMENT OF NET CURRENT ASSETS**

For the Period Ending 30 June 2024

	Annual Budget	Budget Review	YTD Actual 31 Dec 23
	\$	\$	\$
Current Assets			
Cash and cash equivalents- unrestricted	190,069	190,069	5,839,673
Cash and cash equivalents - restricted			
Cash backed reserves	7,073,396	7,073,396	7,666,631
Deposits and bonds	-	-	11,163
Unspent grants, subsidies and contributions	-	-	346,633
Receivables	673,304	673,304	1,126,061
Inventories	62,342	62,342	119,201
Total Current Assets	7,999,111	7,999,111	15,109,362
Current Liabilities			
Trade and other payables	(723,169)	(723,169)	(33,022)
Income received in advance	-	-	(24,677)
Contract obligations	-	-	(321,956)
Loan Liability	(96,150)	(96,150)	(48,290)
Provisions	(202,546)	(202,546)	(202,546)
Total Current Liabilities	(1,021,865)	(1,021,865)	(630,491)
Less: Cash Reserves	(7,073,396)	(7,073,396)	(7,666,631)
Less: Loan Liability	96,150	96,150	48,290
Net Funding Position	-	-	6,860,530

SHIRE OF CUE**NOTES TO AND FORMING PART OF THE BUDGET REVIEW**

For the Period Ending 30 June 2024

1. RATING INFORMATION

There are no budget amendments related to rate revenue. The figures below are the same as the Annual Budget.

	Rateable Value	Rate in	Number of Properties	Annual Budget	YTD Actual 31 Dec 23
	\$	\$	#	\$	\$
General Rates					
GRV Residential	561,986	0.106180	85	59,672	58,976
GRV Commercial	487,440	0.106180	7	51,756	51,756
GRV Vacant Land	-	0.106180	0	-	-
GRV M & T Workforce	598,432	0.159271	5	95,313	95,313
UV Mining	9,377,015	0.258201	379	2,421,155	2,421,155
UV Pastoral	550,580	0.083122	13	45,765	45,765
Total General Rates				2,673,661	2,672,965
Minimum Rates					
GRV Residential	148,085	491.00	52	25,532	25,532
GRV Commercial	-	491.00	0	-	-
GRV Vacant Land	5,250	491.00	36	17,676	17,676
GRV M & T Workforce	-	491.00	0	-	-
UV Mining	147,093	491.00	151	74,141	74,141
UV Pastoral	16,852	491.00	5	2,455	2,455
Total Minimum Rates				119,804	119,804
Total General and Minimum Rates				2,793,465	2,792,769
Other Rate Revenue					
Rates Written-off				(43,570)	(385)
Discounts / Concessions				(6,355)	(289)
Incentive Prize				(1,000)	-
Interim and Back Rates				5,000	(23,278)
Total Funds Raised from Rates				2,747,540	2,768,818

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

2. CAPITAL ACQUISITIONS

(a) Land and Buildings

COA	Project	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
09132	Staff Unit Housing Development	350,000	95,000	445,000	399,597	Expenditure higher than expected
09232	Pensioner Housing Development	3,889,200	-	3,889,200	-	
09133	Staff Housing	600,000	-	600,000	178,938	
09233	GROH Housing	10,000	-	10,000	-	
11143	Recreation Centre	3,200,000	-	3,200,000	-	
11642	Great Fingal Mine Office	2,000,000	-	2,000,000	-	
11643	Railway Building and Youth Centre	40,000	-	40,000	46	
11102	Town Hall Upgrades	50,000	-	50,000	-	
11622	Bank of WA Renovations	350,000	120,000	470,000	122,930	Additional works to outdoor area
11644	Masonic Lodge	760,000	-	760,000	11,759	
11626	Heritage Interpretive Centre	40,000	-	40,000	-	
11636	Rifle Range Ablutions	25,000	-	25,000	-	
11142	Bowling Green Upgrade	10,000	-	10,000	-	
12126	Works Depot Improvements	300,000	-	300,000	-	
12606	Airport Terminal	400,000	-	400,000	-	
13253	Tourist Park House and Office	70,000	-	70,000	-	
13206	Old Gaol Restoration	130,000	-	130,000	25,928	
13248	Tourist Park Buildings	200,000	-	200,000	-	
13209	Heydon Place Industrial Development	120,000	-	120,000	56,132	
13208	Old Municipal Building Improvements	80,000	-	80,000	-	
13205	Old Hospital and Incinerator	150,000	-	150,000	-	
14544	Administration Building Improvements	50,000	-	50,000	57,274	
	Total Land and Buildings	12,824,200	215,000	13,039,200	852,605	

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

2. CAPITAL ACQUISITIONS (Continued)

(b) Plant and Equipment

COA	Project	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
12302	Prime Mover	370,000	-	370,000	-	
12302	Community Bus	200,000	-	200,000	169,859	
12302	Skid Steer Loader	85,000	-	85,000	76,336	
12302	4 x 4 Dual Cab 4.5 Tonne Truck	120,000	-	120,000	-	
12302	2 x 4 Single Cab 4.5 Tonne Truck	120,000	-	120,000	-	
12302	Mini Excavator	80,000	-	80,000	81,899	
12302	Road Maintenance Equipment	20,000	-	20,000	-	
12302	Works Manager Ute	75,000	-	75,000	63,223	
12302	Roads Crew Supervisor Ute	68,000	-	68,000	60,993	
12302	Aerodrome Vehicle	65,000	-	65,000	59,994	
12302	Town Crew Ute	60,000	-	60,000	47,775	
12302	Town Crew Supervisor Ute	55,000	-	55,000	52,884	
12302	Town Maintenance Equipment	25,000	-	25,000	-	
12302	Workshop Equipment	40,000	-	40,000	-	
12302	Plant trailer	25,000	-	25,000	24,326	
	Total Plant and Equipment	1,408,000	-	1,408,000	637,289	

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

2. CAPITAL ACQUISITIONS (Continued)

(c) Furniture and Equipment

COA	Project	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
04116	Council	10,000	10,000	20,000	14,688	Audio/visual upgrade in Chambers
09129	Staff Housing	15,000	-	15,000	-	
13207	Pension Hut	10,000	-	10,000	-	
14514	Administration	10,000	5,000	15,000	12,484	Server and network upgrade
	Total Furniture and Equipment	45,000	15,000	60,000	27,172	

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

2. CAPITAL ACQUISITIONS (Continued)

(d) Infrastructure - Roads

COA	Project	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
12113	Flood Damage Reimbursement (AGRN888)	2,000,000	-	2,000,000	4,641	
12106	Roads to Recovery	850,000	-	850,000	890,488	
12101	Construction - Muni Funds Roads	200,000	-	200,000	61,748	
12102	Regional Roads Group	450,000	-	450,000	476,107	
12112	Cue-Beringarra Road	150,000	-	150,000	-	
12128	Grid Widening Program	80,000	-	80,000	-	
12108	Town Footpaths	280,000	-	280,000	-	
	Total Infrastructure - Roads	4,010,000	-	4,010,000	1,432,983	

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

2. CAPITAL ACQUISITIONS (Continued)

(e) Other Infrastructure

COA	Project	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
10742	Waste Site - Fencing and Improvements	150,000	-	150,000	10,542	
10311	Deep Sewerage	240,000	-	240,000	-	
10707	Cemetery Niche Wall	35,000	-	35,000	901	
11307	Playground Equipment	300,000	-	300,000	-	
11314	Sporting Facilities	20,000	20,000	40,000	22,795	Artificial turf at Outdoor Gym
11321	Oval Infrastructure	50,000	-	50,000	-	
11316	Walk and Cycle Trails	15,000	-	15,000	-	
12605	Airport Runway Resealing	250,000	-	250,000	45,909	
12109	Road Train Assembly Area	50,000	-	50,000	33,160	
13204	Tourism and Area Promotion	145,000	-	145,000	9,086	
13243	Streetscape and Community Projects	150,000	-	150,000	-	
13250	Tourist Park Improvements	150,000	-	150,000	27,897	
11635	Golf Course and Other Infrastructure	25,000	-	25,000	-	
13317	CCTV and Communications	75,000	-	75,000	-	
13244	RV Site	30,000	-	30,000	-	
13245	Oasis Visitor Parking Project	23,000	-	23,000	-	
13247	Standpipe Automation	30,000	-	30,000	2,912	
13650	Infrastructure Other - Community Gym	50,000	(50,000)	-	9,313	Allocate to Furniture and Equipment
13651	Furniture and Equipment - Community Gym	-	50,000	50,000	-	Allocated from Infrastructure Other
12608	Airport Terminal	20,000	-	20,000	-	
	Total Infrastructure - Other	1,808,000	20,000	1,828,000	162,516	
	Total Capital Expenditure	20,095,200	250,000	20,345,200	3,112,564	

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

3. DISPOSAL OF ASSETS

(a) Profit on Disposal of Assets

There are no budget amendments related to profit on disposal. The figures below are the same as the Annual Budget.

COA	Asset	Annual Budget			Budget Review		YTD Actual 31 Dec 23	Explanation
		Net Book Value	Sale Proceeds	Profit on Disposal	Budget Amendment	Sale Proceeds		
		\$	\$	\$	\$	\$	\$	
12301	Caterpillar Skid Steer Loader	21,000	35,000	14,000	-	35,000	14,000	-
12301	Mack Trident Prime Mover	46,000	50,000	4,000	-	50,000	4,000	-
12301	Iveco Prime Mover	20,000	20,000	-	-	20,000	-	-
12301	CAT 301.7D Mini Excavator	20,000	35,000	15,000	-	35,000	15,000	-
12301	Roads Crew Supervisor Ute	23,000	26,000	3,000	-	26,000	3,000	2,085
12301	VW Amarok Double Cab	30,000	35,000	5,000	-	35,000	5,000	1,146
12301	Town Crew Ute	14,000	28,000	14,000	-	28,000	14,000	8,846
12301	Town Crew Supervisor Ute	17,000	24,000	7,000	-	24,000	7,000	3,458
	Total Profit	191,000	253,000	62,000	-	253,000	62,000	15,536

(b) Loss on Disposal of Assets

COA	Asset	Annual Budget			Budget Review		YTD Actual 31 Dec 23	Explanation
		Net Book Value	Sale Proceeds	(Loss) on Disposal	Budget Amendment	Sale Proceeds		
		\$	\$	\$	\$	\$	\$	
12307	Toyota Coaster Bus	48,000	25,000	(23,000)	-	25,000	(23,000)	(17,996)
12307	Works Manager Ute	26,000	25,000	(1,000)	-	25,000	(1,000)	-
12307	Curtis Dyna Portable Fogger	-	-	-	(4,300)	-	(4,300)	-
12307	Dynafog BlackHawk Fogger	-	-	-	(700)	-	(700)	-
12307	Walker Ride on Mower	-	-	-	(3,000)	-	(3,000)	-
12307	Igeba Thermal Fog Generator	-	-	-	(1,000)	-	(1,000)	-
	Total Loss	74,000	50,000	(24,000)	(9,000)	50,000	(33,000)	(17,996)
	Total Disposals	265,000	303,000	38,000	(9,000)	303,000	29,000	(2,460)

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

4. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

COA	Description	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
03201	General Commission Grants	-	79,500	79,500	39,732	23/24 amounts received after budget adoption
03202	Roads Commission Grants	-	30,000	30,000	15,000	23/24 amounts received after budget adoption
05122	ESL Grant	7,500	-	7,500	4,347	
08650	Youth Program Grant	1,000	-	1,000	1,000	
11631	Donations Received	800	-	800	-	
11621	Australia Day Grant	20,000	-	20,000	9,000	
12211	Road Use Agreements	1,100,000	200,000	1,300,000	404,211	Revenue higher than budgeted
12212	MRWA RRG Direct Grant	150,000	-	150,000	151,755	
12201	Road Maintenance	5,500	-	5,500	-	
14404	Diesel Fuel Rebate	20,000	15,000	35,000	24,174	Revenue higher than budgeted
14512	Sundry Income Admin	5,000	-	5,000	-	
	Total Grants, Subsidies and Contributions	1,309,800	324,500	1,634,300	649,219	

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

4. GRANTS, SUBSIDIES AND CONTRIBUTIONS (Continued)

(b) Non-operating Grants, Subsidies and Contributions

COA	Description	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
03206	Local Roads / Community Infrastructure	536,590	-	536,590	-	
09261	Pensioner Housing Development	3,889,200	-	3,889,200	-	
10321	Deep Sewerage	240,000	-	240,000	-	
11629	Great Fingall Mine Development (Grant)	1,500,000	-	1,500,000	-	
11629	Great Fingall Mine Development (Contribution)	250,000	-	250,000	-	
11628	Bank of WA	80,000	-	80,000	-	
11301	Playground	110,000	-	110,000	-	
12245	Flood Damage Restoration	1,846,000	-	1,846,000	-	
12621	Airport Grants and Contributions	600,000	-	600,000	200,000	
12216	Roads to Recovery	583,410	-	583,410	581,332	
11160	Recreation Centre	2,550,000	-	2,550,000	-	
12131	Town Footpaths	140,000	-	140,000	-	
12244	RRG Road Project Grant	300,000	-	300,000	120,000	
	Total Grants, Subsidies and Contributions	12,625,200	-	12,625,200	901,332	

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

5. CASH BACKED RESERVES

Budget Review

COA	Reserve Name	Balance 01 Jul 23 \$	Transfers from \$	Transfer to \$	Budget Amendment \$	Balance 30 Jun 24 \$	Explanation
72100	Long Service Leave	64,483	-	1,569	610	66,662	Increase in term deposit rates
72200	Building Maintenance	608,484	(135,000)	14,808	5,759	494,051	Increase in term deposit rates
72350	Plant Replacement	526,662	(200,000)	12,817	4,984	344,463	Increase in term deposit rates
72400	Streetscape	325,072	(123,000)	7,911	3,077	213,060	Increase in term deposit rates
72450	Sports Facilities	125,164	-	3,046	1,185	129,395	Increase in term deposit rates
72600	Tourist Park Development	258,531	(140,000)	6,292	2,447	127,270	Increase in term deposit rates
72800	Water Playground	62,183	-	1,513	588	64,284	Increase in term deposit rates
72850	Beringarra Road	2,421,807	(150,000)	58,938	22,920	2,353,665	Increase in term deposit rates
72900	Tourism	126,272	(40,000)	3,073	1,195	90,540	Increase in term deposit rates
72950	Housing / Land Development	221,945	(150,000)	5,401	2,100	79,446	Increase in term deposit rates
73000	Heritage	642,142	-	200,627	6,077	848,846	Increase in term deposit rates
73500	Road Maintenance	1,779,914	-	293,316	16,845	2,090,075	Increase in term deposit rates
73550	Infrastructure	233,737	-	5,689	2,213	241,639	Increase in term deposit rates
	Total Cash Backed Reserves	7,396,396	(938,000)	615,000	70,000	7,143,396	

YTD Actual

COA	Reserve Name	Balance 01 Jul 23 \$	Transfers from \$	Transfer to \$	Budget Amendment \$	Balance 31 Dec 23 \$
72100	Long Service Leave	64,483	-	2,356	-	66,839
72200	Building Maintenance	608,484	-	22,232	-	630,716
72350	Plant Replacement	526,662	-	19,243	-	545,905
72400	Streetscape	325,072	-	10,391	-	335,463
72450	Sports Facilities	125,164	-	6,059	-	131,223
72600	Tourist Park Development	258,531	-	9,447	-	267,978
72800	Water Playground	62,183	-	2,272	-	64,455
72850	Beringarra Road	2,421,807	-	88,483	-	2,510,289
72900	Tourism	126,272	-	4,613	-	130,885
72950	Housing / Land Development	221,945	-	8,108	-	230,053
73000	Heritage	642,142	-	23,461	-	665,603
73500	Road Maintenance	1,779,914	-	65,031	-	1,844,945
73550	Infrastructure	233,737	-	8,540	-	242,277
	Total Cash Backed Reserves	7,396,396	-	270,236	-	7,666,631

SHIRE OF CUE

NOTES TO AND FORMING PART OF THE BUDGET REVIEW

For the Period Ending 30 June 2024

6. INFORMATION ON BORROWINGS

COA		Annual Budget \$	YTD Actual 31 Dec 23 \$	Explanation
	GROH Housing			
09250	Principal Repayments	96,150	47,864	No change to principal payments
09211	Interest and Fees	17,000	-	No change to interest payments
	Total Repayments	113,150	47,864	
	Principal Outstanding			
	Principal Outstanding 01 Jul	656,568	656,568	
	Principal Repayments	(96,150)	(47,864)	
	Principal Outstanding Current Month	560,418	608,704	

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

7. BUDGET AMENDMENTS

(a) Operating Revenue

COA	Description	Annual Budget	Budget Amendment	Budget Review	YTD Actual 31 Dec 23	Explanation
		\$	\$	\$	\$	
Opening Surplus						
N/A	Budget to actual adjustment	7,180,910	(33,559)	7,147,351	N/A	Opening surplus adjustment
Total Budget Amendments			(33,559)			
Fees and Charges						
09128	Income from Staff House - 6 Price St	3,640	(1,880)	1,760	280	Leased for second half of year
09135	Income from Staff House - 14 Chesson St	3,640	(3,640)	-	-	Employee rent not expected to be received in 22/23
09158	Income from Staff House - 59 Marshall St	3,640	(1,800)	1,840	1,540	Not leased for full year
10302	Sewerage Disposal Income	16,000	65,000	81,000	27,436	Increase in sewerage disposal
13601	Comm. Prop. Rentals	155,000	(30,000)	125,000	112,755	Several properties not leased
Total Budget Amendments			27,680			
Interest Received						
03106	Penalty Interest Raised on Rates	13,000	2,000	15,000	10,180	Additional interest collected on rates
03204	Interest Received - Municipal	180,000	110,000	290,000	153,432	Increase in interest rates
03205	Interest Received - Reserve	180,000	70,000	250,000	194,694	Increase in term deposit rates
Total Budget Amendments			182,000			
Other Revenue						
03112	Recoup of Debt Collection and Legal Fees	20,000	10,000	30,000	26,683	Revenue higher than expected
03203	Gain on FV Adjustment to Assets	90,000	(65,000)	25,000	-	Gain not expected on adjustments
11111	Reimbursements Sundry	-	2,000	2,000	1,806	New account used
14512	Sundry Income Admin	4,000	4,000	8,000	10,129	Calcutta donations and sponsorship
14542	Insurance Recoveries	20,000	10,000	30,000	-	Insurance recoveries higher than expected
Total Budget Amendments			(39,000)			

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

7. BUDGET AMENDMENTS (Continued)

(b) Operating Expenses

COA	Description	Annual Budget \$	Budget Amendment \$	Budget Review \$	YTD Actual 31 Dec 23 \$	Explanation
Employee Costs						
There are no budget amendments related to employee expenses						
Materials and Contracts						
03103	Debt Collection and Legal Expenses	(30,000)	(10,000)	(40,000)	(29,686)	Debt recovery higher than expected
04101	Members Conference Expenses	(13,000)	(32,000)	(45,000)	(26,364)	ALGA conference
04110	Annual Christmas Function	(7,000)	(2,600)	(9,600)	(10,771)	Expenses higher than expected
04111	Training Expenses of Members	(5,000)	(13,030)	(18,030)	-	Councillor training quote received
05102	Fire Prevention (Firebreaks)	(7,000)	5,000	(2,000)	(5,000)	Total expenditure for account less than expected
10600	Town Planning Scheme Exp.	(5,000)	(10,000)	(15,000)	(9,080)	Expenses higher than expected
10700	Anzac Park Memorial	(500)	(1,300)	(1,800)	-	Expenses higher than expected
11610	Heritage Building - Railway Building	(15,000)	(5,000)	(20,000)	(7,862)	Repairs to doors and cameras. Outdoor seating
11611	Heritage Building - Masonic Lodge	(1,610)	(9,190)	(10,800)	(3,260)	Consulting fees
11613	Heritage Building - Old Gaol	(1,000)	(3,600)	(4,600)	(3,534)	Expenses higher than expected
12204	Maintenance - Depot	(18,000)	(20,000)	(38,000)	(16,140)	Expenses higher than expected
12206	Traffic Signage	(16,500)	9,000	(7,500)	(979)	Expenses less than expected
13200	Tourist Park Maintenance	(40,500)	(8,900)	(49,400)	(29,971)	Expenses higher than expected
13622	Community Gym and Cuerosity Shoppe	(15,000)	(18,000)	(33,000)	(8,964)	Fitout will be expensed
14506	Legal Expenses - Admin	(30,000)	(40,000)	(70,000)	(56,685)	Expenses higher than expected
14532	Records Management	(10,000)	(15,000)	(25,000)	-	Digitisation of all records
Total Budget Amendments			(174,620)			

SHIRE OF CUE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW
For the Period Ending 30 June 2024

7. BUDGET AMENDMENTS (Continued)

(b) Operating Expenses (Continued)

COA	Description	Annual Budget	Budget Amendment	Budget Review	YTD Actual 31 Dec 23	Explanation
		\$	\$	\$	\$	
Utility Charges						
13200	Tourist Park Maintenance	(48,300)	(5,000)	(53,300)	(23,355)	Expenses higher than expected
Total Budget Amendments			(5,000)			
Depreciation						
09230	Depreciation - Staff Housing	(145,110)	(55,580)	(200,690)	(100,343)	22/23 revaluation processed after budget adoption
10730	Depreciation - Community Amenities	(20,120)	(6,700)	(26,820)	(13,410)	22/23 revaluation processed after budget adoption
11130	Depreciation - Public Halls	(62,490)	(6,730)	(69,220)	(34,611)	22/23 revaluation processed after budget adoption
11330	Depreciation - Other Rec and Sport	(97,390)	(20,050)	(117,440)	(58,719)	22/23 revaluation processed after budget adoption
12230	Depreciation - Roads/Streets	(1,985,940)	(847,360)	(2,833,300)	(1,421,631)	22/23 revaluation processed after budget adoption
12630	Depreciation - Aerodrome	(111,450)	(44,880)	(156,330)	(78,166)	22/23 revaluation processed after budget adoption
13230	Depreciation - Tourism	(338,620)	(102,660)	(441,280)	(220,639)	22/23 revaluation processed after budget adoption
13630	Depreciation - Other Economic Services	(42,340)	(10,590)	(52,930)	(26,466)	22/23 revaluation processed after budget adoption
14300	Depreciation on Plant and Equipment	(178,860)	(48,880)	(227,740)	(113,871)	22/23 revaluation processed after budget adoption
14530	Depreciation - Admin General	(118,230)	(49,730)	(167,960)	(83,982)	22/23 revaluation processed after budget adoption
Total Budget Amendments			(1,193,160)			
Insurance Expenses						
09251	Maintenance - Other Housing	(2,200)	500	(1,700)	(1,668)	Expenses less than expected
11104	Maintenance - Shire Hall	(5,900)	1,000	(4,900)	(4,842)	Expenses less than expected
11609	Heritage Building - Post Office	(10,800)	2,000	(8,800)	(8,711)	Expenses less than expected
11610	Heritage Building - Railway Building	(3,900)	500	(3,400)	(3,176)	Expenses less than expected
11620	Heritage Building - Great Fingal Mine Office	(6,500)	1,000	(5,500)	(5,254)	Expenses less than expected
14302	Insurance - Plant	(74,800)	13,000	(61,800)	(61,924)	Expenses less than expected
14505	Insurance (Ex W/Comp)	(101,000)	25,000	(76,000)	(77,572)	Expenses less than expected
Total Budget Amendments			43,000			
Other Expenditure						
04141	Donations	(7,000)	(5,001)	(12,001)	(10,000)	Calcutta donation
Total Budget Amendments			(5,001)			

10.5 EXTRAORDINARY ELECTION 2024

APPLICANT:	Shire of Cue
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Richard Towell - Chief Executive Officer
DATE:	12 March 2024

Matters for Consideration:

To engage the Western Australian Electoral Commission to facilitate an extraordinary election and determine the method of election.

Background:

In February 2024, Councillor Neil Montgomery resigned as a Councillor. The resignation requires an extraordinary election to be held in accordance with section 2.32(b) of the *Local Government Act 1995*. Previously Council has conducted all its elections (ordinary and extraordinary) as postal elections.

Comments:

As noted above, Councillor Montgomery resigned as a Councillor for the Shire of Cue effective on Sunday 11 February 2024. The term of office for Councillor Montgomery was four (4) years from the ordinary election of 24 October 2023 which would/will expire on the 16 October 2027.

In accordance with section 2.31 of the *Local Government Act 1995*, should the office of a Councillor or of an elector mayor or president become vacant under section 2.32, an extraordinary election to fill the office is to be held.

While Local Government/extraordinary elections may be conducted in-house, it has been the practice of the Shire of Cue in recent times for elections to be conducted by the Western Australian Electoral Commissioner. This ensures that there can be no question of the independence of the process.

An in-person election conducted in Cue would tend to limit the number of electors able to vote, it is therefore recommended that the extraordinary election be conducted as a postal election.

Furthermore, in accordance with section 4.37 of the *Local Government Act 1995*, a new Electoral Roll is required given the election day for which it is scheduled for is more than 100 days after the election day for another election. That is, since the

(election) appointment of Councillor Montgomery at the Special Meeting of Council on the 24 October 2023.

Statutory Environment:

Local Government Act 1995 - Sect 2.31

2.31 Resignation

- (1) An elector mayor or president may resign from the office of mayor or president.*
- (2) A councillor may -
 - (a) resign from the office of councillor;*
 - (b) resign from the office of councillor mayor or president, deputy mayor or deputy president**
- (3) Written notice of resignation is to be signed and dated by the person who is resigning and delivered to the CEO*
- (4) The resignation takes effect from the date of delivery of the notice or from a later day specified in the notice.*

Local Government Act 1995 - Sect 2.32

2.32 How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member -

- (b) resigns from the office*

Local Government Act 1995 - Sect 4.20

4.20 CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government*
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* person other than the CEO to be the returning officer of the local government for -
 - (a) an election; or*
 - (b) all elections held while the appointment of the person subsists.**

** Absolute majority required.*

- (3) An appointment under subsection (2) -
 - (a) is to specify the term of the person's appointment; and*
 - (b) has no effect if it is made after the 80th day before an election day.**
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*

Local Government Act 1995 - Sect 4.37

4.37 New roll for each election

- (1) *An electoral roll is to be prepared for the election.*
- (2) *If the district is not divided into wards the same electoral roll can be used for the election of an elector mayor or president and the election of a councillor or councillors.*
- (3) *A new electoral roll need not be prepared for the election if -*
 - (a) *it is an extraordinary election the election day for which is less than 100 days after the election day for another election; and*
 - (b) *the CEO, with the approval of the Electoral Commissioner, decides that the roll that was used for the earlier election is suitable for use at the extraordinary election.*

Local Government Act 1995 - Sect 4.61

4.61 Choice of methods of conducting election

- (1) *The election can be conducted as a -*
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) *The local government may decide* to conduct the election as a postal election.*
** Absolute majority required.*
- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (4) *A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*
- (5) *A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.*
- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election*

Local Government Act 1995 - Sect 4.8

4.8 Extraordinary elections

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32, an election to fill the office is to be held, except if the vacancy is filled under Schedule 4.1A or 4.1B*

Policy Implications:

Nil

Financial Implications:

A cost estimate of \$11,000 has been provided for the conduct of a postal election by the Western Australian Electoral Commission. The 2023/2024 Budget contains an allocation of \$22,000 for election expenses to allow for this extraordinary election.

Strategic Implications:

Nil

Consultation:

Cr Les Price, Shire President

Western Australian Electoral Commission

Officers Recommendation:

Voting Requirement: Absolute Majority

That Council:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995* that the Electoral Commissioner to be responsible for the conduct of the extraordinary election;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

Council Decision:	Voting Requirement: Absolute Majority
MOVED:	SECONDED:
CARRIED:	

10.6 BANK BUILDING DEVELOPMENT APPLICATION

APPLICANT: Shire of Cue
DISCLOSURE OF INTEREST: Nil
AUTHOR: Eugene Ferraro - Shire Town Planner
DATE: 14 March 2024

Matters for Consideration:

Application for planning approval for extensions to the existing former Bank of WA building located on Lot 93, 64 Austin Street, Cue to enable its use as a restaurant/café, reception centre and shop.

Background:

The former bank building is a well-known landmark located on the main street of the Cue townsite. The bank building is historically significant and is listed on the State Heritage Register.

A summary of the bank building's history is as follows:

The former bank building site was purchased by the Western Australian Bank in 1894. Tenders for the construction of a bank on the site were issued in 1899 and the building was completed in 1900. The bank was designed by John Talbot Hobbs, a prolific and influential architect in Western Australia around the turn of the 20th century. The stone for the walls was quarried from the Cue area, while the stone for the window sills and doorsteps was brought from Melbourne.

The Western Australian Bank continued to trade on this site until 1927 when the property was transferred to the Bank of New South Wales and remained under that ownership until the Shire purchased the site in 1978. The building was used as both a bank branch and a sub-branch between its construction in 1900 and its close in 1961.

The Shire purchased the building in 1978 and leased the building to private companies, after which it was then sold in 1996 and used as a private residence. During this time mostly unsympathetic modifications were made to the building, including the removal of skirtings and fireplaces and the addition of a concrete floor in the kitchen area.

The building was eventually repurchased by the Shire in 2019 and has since undertaken a comprehensive restoration, to enable the building to be returned to a public type use. Restorations have been undertaken in accordance with the 2003

Conservation Plan prepared by Considine and Griffiths and the 2015 Heritage Strategy prepared by Stephen Carrick Architects. These restorations have included removing unsympathetic additions and modifications and the replacement of the original skirtings and wood mouldings.

It should be noted that since its construction in 1900, various additions have been installed and removed from the building, namely in the form of verandahs and lean-tos.

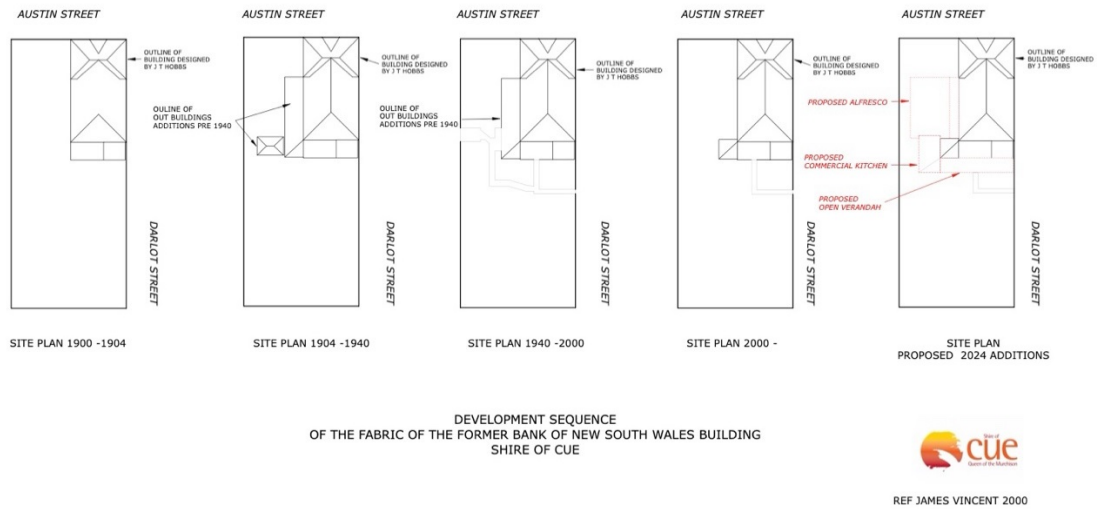


Figure 1 Summary of modifications that have been made to the bank building over time

Comments:

Proposal Development:

Given its central and prominent location in the town centre, the Shire has taken the view that the building would be well suited as a restaurant/café to serve the town and the passing trade. An assessment of the building has determined that the building cannot structurally accommodate a commercial kitchen without undertaking major modifications. Consequently, this application seeks to add a purpose-built structure to accommodate the requirements of a modern commercial kitchen.

Detailed drawings have been prepared by the Shire’s heritage architects to ensure the extensions achieve heritage protection strategies for both the structure and the precinct.

The proposal to add a commercial kitchen also provides the opportunity for an outdoor eating area, that can be easily serviced by the new kitchen, while providing the opportunity to enjoy the fabric of the historic building and the precinct. The new kitchen has been designed as a lightweight extension of the existing lean-to located at the back of the building.

The proposed alfresco area will be an open verandah-type structure located on the Southwestern side of the building and connected to the proposed kitchen. Other than its connection to the new kitchen, the proposed alfresco verandah will be free-standing and not connected to the walls or roof of the stone building. This will ensure that the new verandah will be distinguishable from the heritage building. Being a separate structure, the proposed alfresco verandah can, if needed, be removed in future without adversely impacting the fabric of the heritage building. The alfresco area will extend along the western wall of the stone building along the alignment of a verandah which was constructed early in the building's history and has since been removed.

A modern toilet block is also proposed to be constructed at the rear of the site and will replace other outdated facilities. In addition, a small verandah is also proposed to be added to the lean-to at the rear of the building to provide for additional protection to the building and its future operations.

Proposal - Use:

The site is proposed to be used primarily as a restaurant/café, which may operate from early morning to late evening. In addition to its restaurant/café use, the building may also be used to accommodate private functions such as weddings etc. and the addition of a reception centre use will enable the operators to optimise the use of the building. Finally, portions of the building (e.g. banking chambers) could also be used for the selling of souvenirs and gifts. The shop component is likely to be ancillary to the main restaurant/café use and may add to the economic viability of the establishment.

Town Planning Assessment:

The bank building site (lot 93) is zoned Commercial under the Shire of Cue Local Planning Scheme No. 2 (LPS 2).

The use, Restaurant/Café and Shop are listed as a 'P' use in the Commercial zone in Table 1 of the LPS. A 'P' use means:

“that the use is permitted if it complies with any relevant development standards and requirements of this Scheme;”

The use, Reception Centre is listed as a 'D' use in the Commercial zone in Table 1 of the LPS. A 'D' use means:

“that the use is not permitted unless the local government has exercised its discretion by granting development approval;”

Furthermore, Lot 93 is also included within a Special Control Area (SCA 1) which the following additional requirements apply:

SCA 1 - Austin Street

Purpose

To ensure development does not adversely affect or detract from the historic character of the area or the heritage buildings in the area.

Objectives

Ensure the retention and conservation of the heritage buildings and the special historic character of the area through controlling development;

Ensure that development is designed and sited in a way that respects and complements the heritage buildings and the special historic character of the area in terms of architectural style, scale, form and materiality;

To achieve high quality and innovative architectural responses which complement the heritage buildings and the special historic character of the area.

Additional Provisions

a. Despite any other provision of the Scheme, development approval is required for all use and development of land in the area and shall be subject to the discretion of the local government, notwithstanding that the use may be designated as a 'P' use or the development listed as being exempted development pursuant to the deemed provisions outlined in cl.61, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

b. The local government may refer applications for development approval to the Heritage Council of Western Australia, an independent heritage architect or heritage planner or any other agency or organisation it deems necessary and shall have due regard to any advice received.

Referrals

Pursuant to the requirements of SCA 1, preliminary detailed drawings were referred to the Historic Heritage Conservation branch of the Department of Planning, Lands and Heritage for advice. The detailed drawings included three options relating to the design of the alfresco area, ranging from a free-standing verandah to elaborate structures connected to the stone building. The Department confirmed that Option 3 (free standing) was the preferred design, as it did not detract from the building, while providing the opportunity for patrons to view the original stone structure. The proposed additions were determined to have no impact on the cultural significance of the bank building.

The Department further advised that:

1. The proposed addition to be lightweight/reversible and capable of being removed without significantly impacting upon the original fabric.
2. Verandah to be fixed within the mortar joints of the stone façade and fixings to be of stainless steel only.

Detailed drawings of the final proposed plan and the response from the Department of Planning, Lands and Heritage are attached.

Assessment

The former bank building is highly valued by the local community and serves as an important reminder of the town's rich and extensive history. The building has not served as a bank building for over 60 years. The proposal to return the building to a public purpose will provide the community with the opportunity to enjoy the character and amenity that the building offers. The proposal for a new commercial kitchen will avoid the need to modify the stone structure to accommodate modern requirements. Furthermore, the proposed alfresco area will enable patrons to more fully enjoy the character of the building and the ambience of the town, while providing added protection to the external walls.

The extensions meet heritage protection requirements, as new additions will be distinguishable from the heritage structures. The proposal to erect a free-standing structure and not rely on the stone walls of the former bank building for structural support is commendable and will ensure that there will be no impact on the heritage value.

The proposed reception centre and shop uses are supported as they will provide a future operator the opportunity to expand revenue opportunities, without adversely impacting the amenity or heritage values of the area.

Clause 34 of TPS 2 provides that the Shire may approve development that does not comply with, among other things the parking requirements of the Scheme. Given the abundance of on-street parking available in the town, prescribing on-site car parking is likely to detract from the heritage values of the precinct and is unnecessary given the abundance of on-street parking available in the town centre.

TPS 2 does not prescribe a minimum setback from boundaries in the Commercial zone, other than ensuring buildings meet the requirements of the Building Codes of Australia. This matter will be dealt with through the building process.

Conclusion

The former Bank of New South Wales building is a building of cultural heritage significance that requires preservation. In 2019 the Shire of Cue purchased the building to ensure its appropriate restoration and reuse. Over the years, detailed heritage plans and strategies have been prepared for this building and the proposal to use the building as a restaurant/café is consistent with the recommendations of these documents. The detailed plans have been prepared by the Shire's heritage architects and have been supported by the heritage branch of the Department of Planning, Lands and Heritage.

Recognising that the bank building cannot accommodate a commercial kitchen without substantial modifications to the stone building, the proposal for a lightweight extension to the existing lean-to is appropriate. The proposed undercover alfresco area will complement the proposed use and provide the opportunity for patrons to enjoy the amenity the heritage building and the precinct offers.

Being located within the town centre, the proposed restaurant/café, reception centre and shop are appropriate and will not adversely impact the character, or historical values of the townsite, while providing an improved amenity to residents.

No planning objections are raised to the proposal.

Statutory Environment:

Shire of Cue Local Planning Scheme No. 2.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Outcome 1.1. Maximise local economic opportunities to benefit the whole community

1.1.1 Work with commercial sector to grow and support local infrastructure and services.

1.1.2 Develop main street shopping and commercial precinct by working with property owners to maintain and improve our heritage listed buildings.

1.1.3 Utilise the land available in the area for a range of new businesses to be self-sustaining.

1.1.5 To facilitate services in the town

Outcome 1.2 Development strategies to increase number of tourists visiting the Shire

1.2.2 Showcase our heritage and mining attractions.

1.2.3 Develop new tourism attractions to enhance and encourage visitors to stay long

Outcome 3.1 Community infrastructure that meets the needs of our residents

3.1.3 Provide, maintain and improve community infrastructure and facilities

Outcome 3.2 Encourage community participation and services

3.2.3 Encourage healthy living and social interaction

Outcome 4.3 Environmental Objectives

4.3.2 Maintain the integrity of heritage assets

4.3.3 Preserve heritage assets for future generations

Outcome 4.5 Implement sustainability and protection strategies for the future of the area

4.5.2 Support town and tourism strategies within the region

Consultation:

Richard Towell, Chief Executive Officer

Department of Planning, Lands and Heritage

Stephen Carrick Architects

Officers Recommendation:

Voting Requirement: Simple Majority

That Council approve the application for planning approval to accommodate a restaurant/café, reception centre and shop and for the construction of a new commercial kitchen, alfresco dining area, toilet block and other works as detailed in the approved plans on Lot 93, 64 Austin Street, Cue, subject to the following conditions:

Council Decision:	Voting Requirement: Simple Majority
MOVED:	SECONDED:
CARRIED:	

Bank of NSW (fmr)

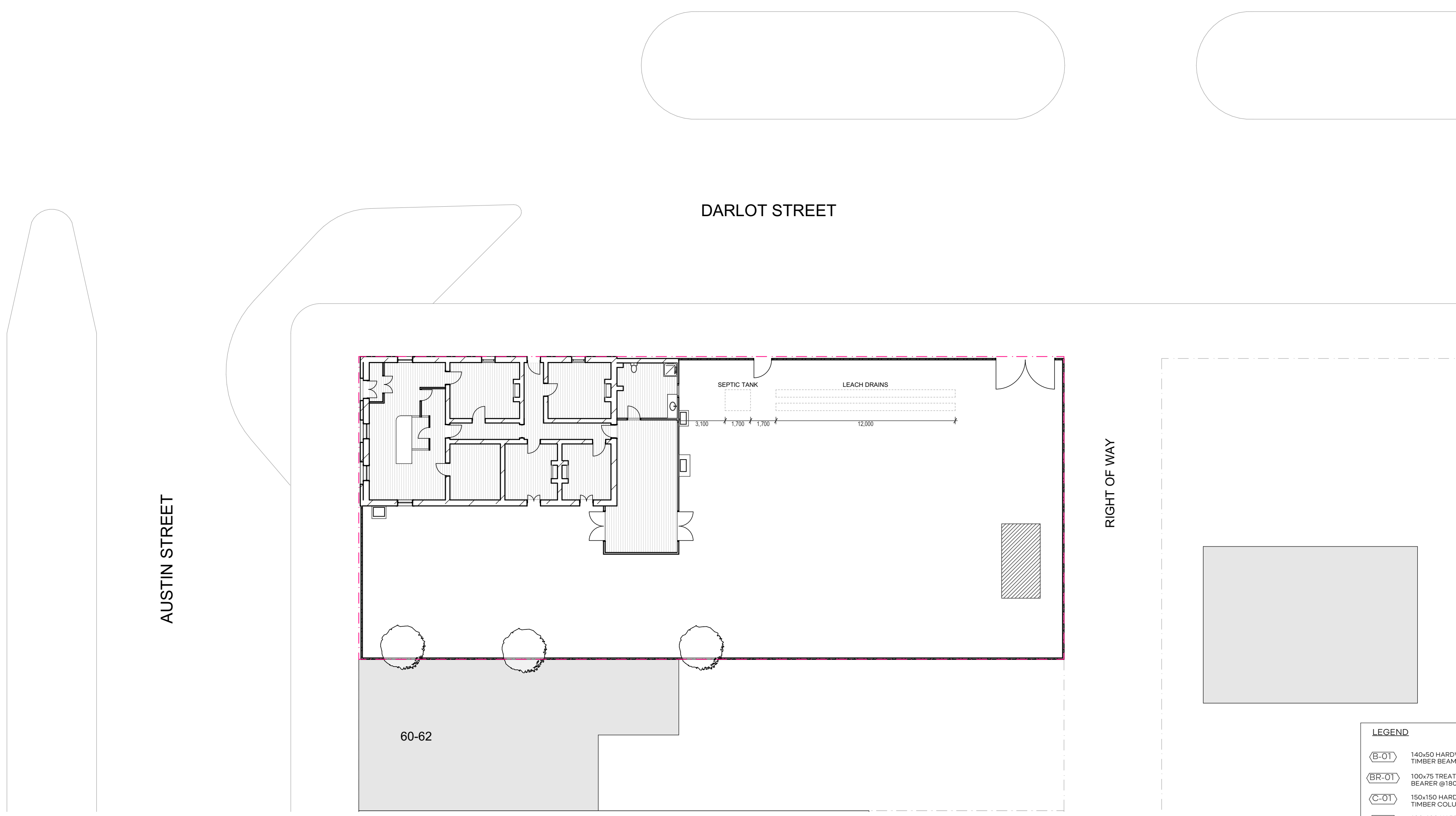
64 Austin Street CUE, WA 6640

DRAWING No.	DESCRIPTION	SCALE
A01	Drawing List	
A02	Existing Site Plan	1:200
A03	Demolition Floor Plan	1:100
A04	Demolition Roof Plan	1:100
A05	Proposed Site Plan	1:200
A06	Proposed Foundation Plan	1:100
A07	Proposed Ground Floor	1:100
A08	Proposed Ceiling/ Structure Plan	1:100
A09	Proposed Verandah Structure Plan	1:100
A10	Proposed Roof Plan	1:100
A11	Proposed North Elevation	1:50
A12	Proposed East Elevation	1:50
A13	Proposed South Elevation	1:50
A14	Proposed West Elevation	1:50
A15	Proposed Section	1:50
A16	Proposed Sections	1:50
A17	Proposed Section	1:50
A18	Proposed Section	1:50
A19	Details	1:10
A20	Perspectives	



LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date	Architect:	Project Number:	7406	Drawing Title:	Revision:	Status:	North:	
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23	stephen carrick architects 1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephenarrickarchitects.com.au stephenarrickarchitects.com.au	Project Name:	Bank of NSW (fmr)	Drawing List	3	DOCUMENTATION		
	2	Options issued to client	18/01/24		Address:	64 Austin Street CUE, WA 6640	Drawing Number:		A01		EM
	3	Documentation issued for coordination	28/02/24		Client:	Shire of Cue	Scale @ A2:		SC		Checked By:
									Date:	28/02/2024	



1. EXISTING SITE PLAN
1:200

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
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	3	Documentation issued for coordination	28/02/24

Architect:

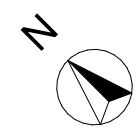


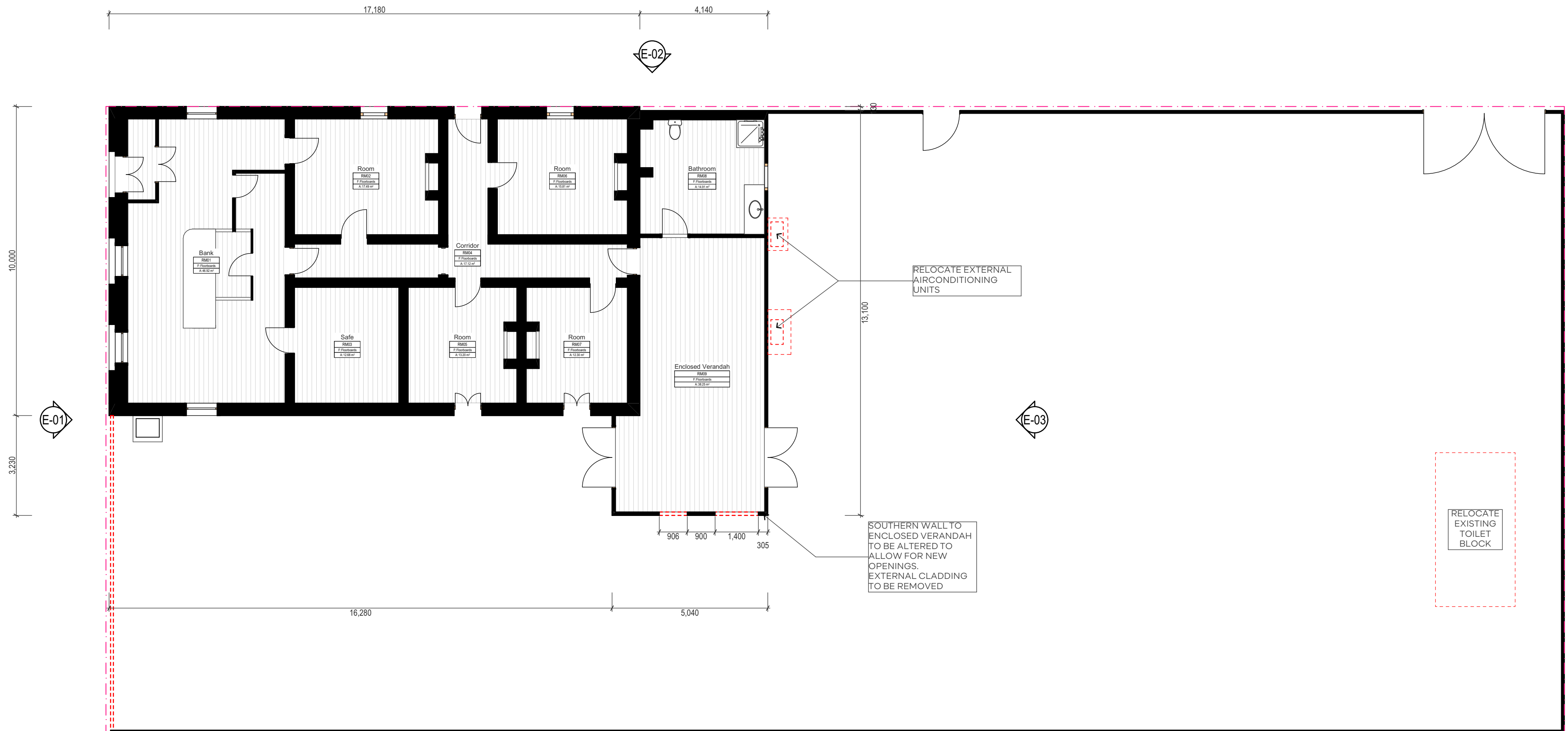
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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Existing Site Plan
Drawing Number:	A02
Revision:	3
Scale @ A2:	1:200

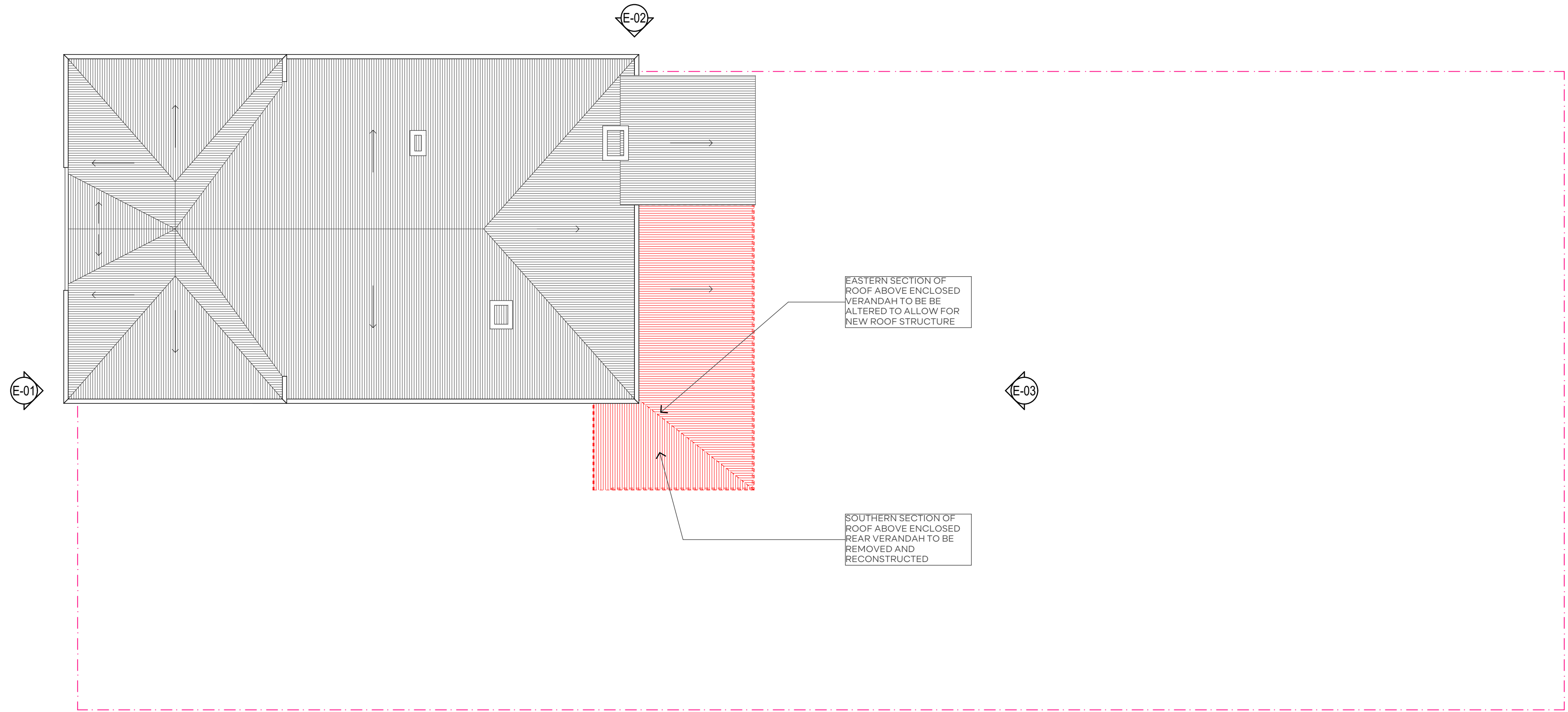
Status:	DOCUMENTATION
Drawn By:	EM
Checked By:	SC
Date:	28/02/2024
North:	



1. DEMOLITION FLOOR PLAN
1:100

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
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(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

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	2	Options issued to client	18/01/24									EM	
	3	Documentation issued for coordination	28/02/24									SC	
									A03	1:100	Checked By:		
											Date:	28/02/2024	



4.

DEMOLITION ROOF PLAN
1:100

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
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Architect:

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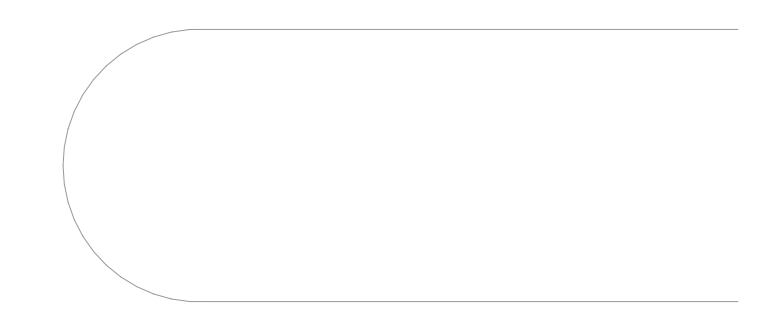
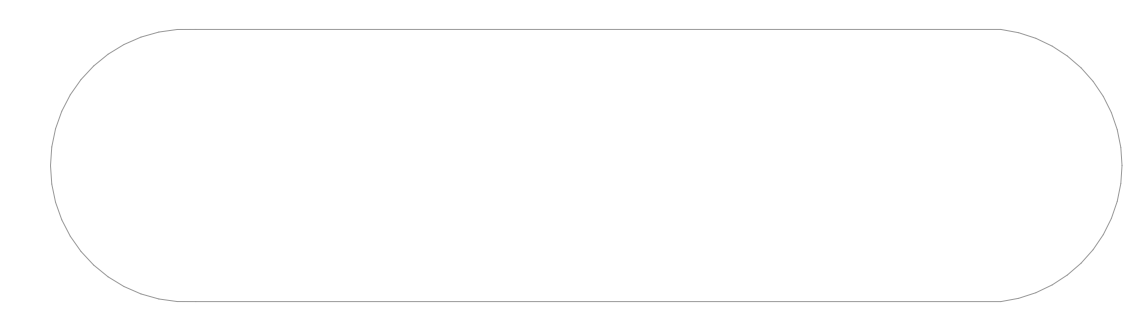
Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Demolition Roof Plan
Drawing Number:	A04

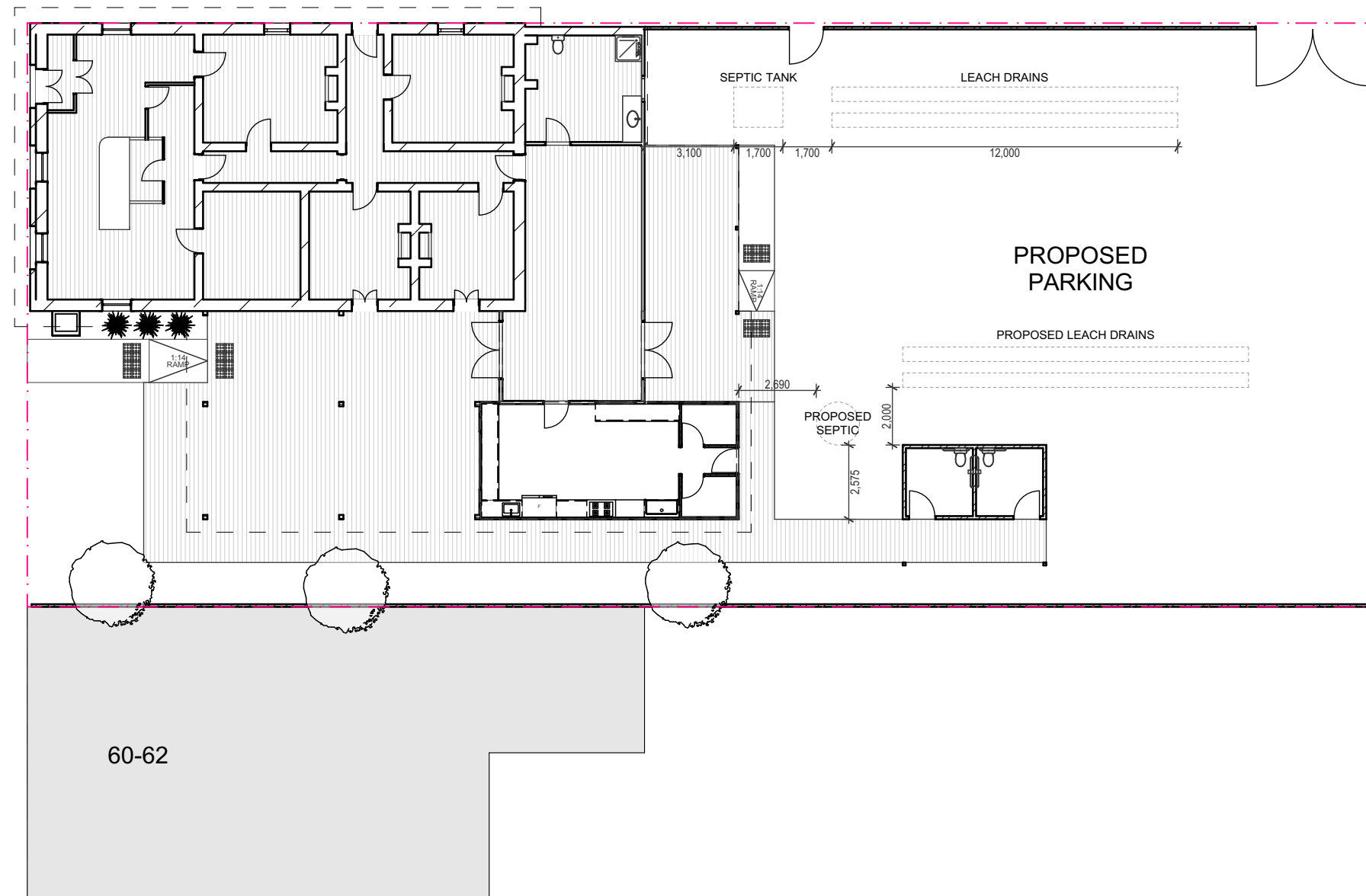
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Status:	DOCUMENTATION
Drawn By:	EM
Checked By:	SC
Date:	28/02/2024

AUSTIN STREET

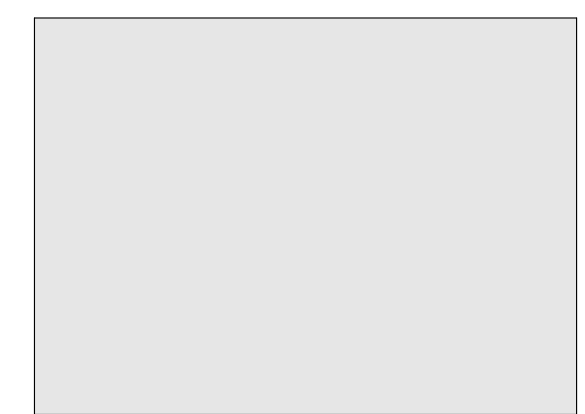


DARLOT STREET



RIGHT OF WAY

60-62



1.

PROPOSED SITE PLAN
1:200

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
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	3	Documentation issued for coordination	28/02/24

Architect:

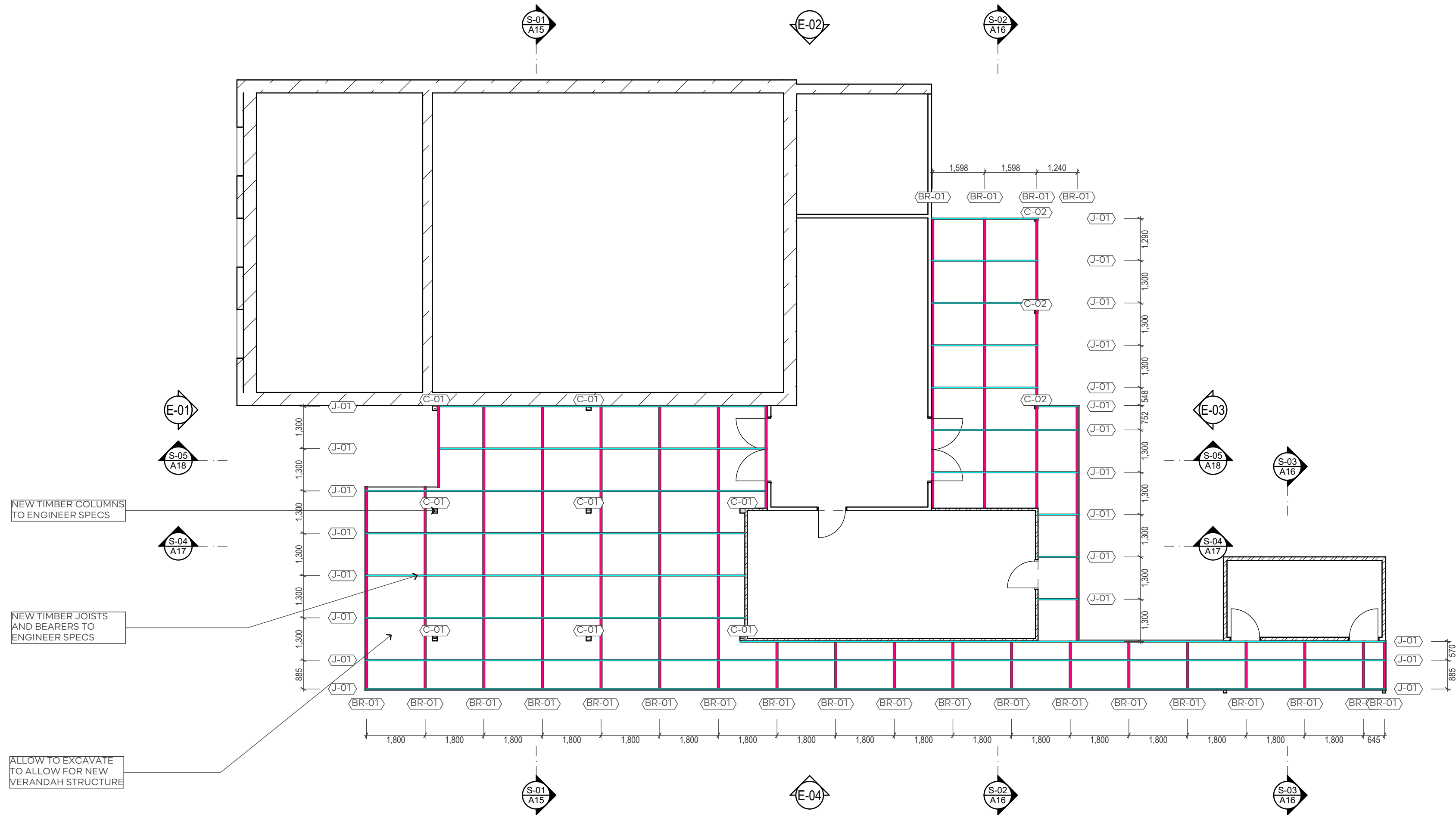
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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Site Plan
Drawing Number:	A05

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:200	Drawn By:	EM
		Checked By:	SC
		Date:	28/02/2024



STRUCTURAL NOTE:
 ALL SIZING OF
 STRUCTURAL ELEMENTS,
 FOOTINGS AND
 FOUNDATIONS ARE TO
 BE TO STRUCTURAL
 ENGINEER
 SPECIFICATIONS

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
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(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

0. PROPOSED FOUNDATION PLAN
 1:100

General Notes	Revision	Description	Date
G1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS	1	Issue to Client	12/12/23
G2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK	2	Options issued to client	18/01/24
G3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK	3	Documentation issued for coordination	28/02/24
G4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS			
G5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS			

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

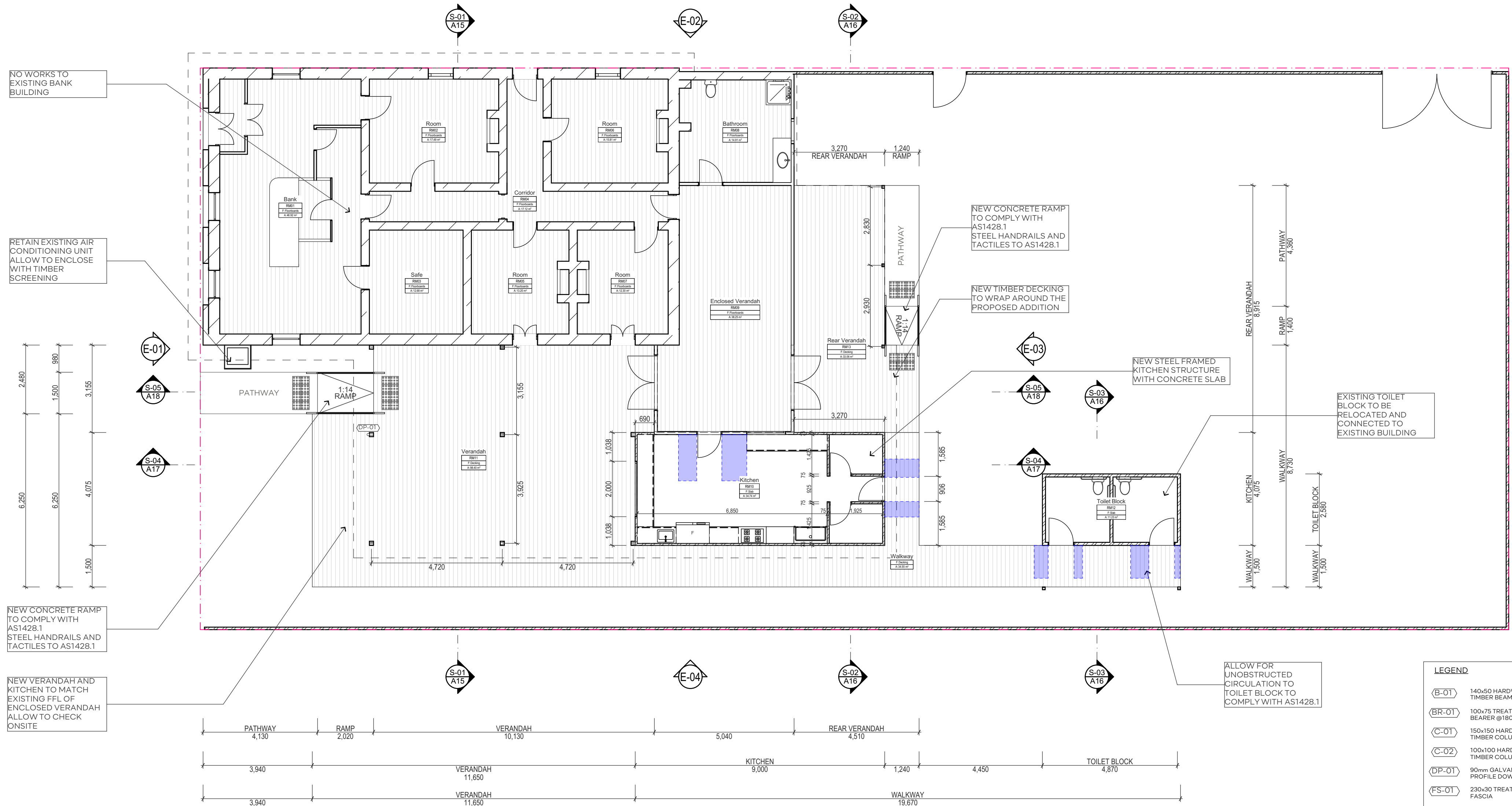
Architect:

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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Foundation Plan
Drawing Number:	A06

Revision:	3	Status:	DOCUMENTATION	North:	
Scale @ A2:	1:100	Drawn By:	EM	Checked By:	SC
		Date:	28/02/2024		



1. PROPOSED FLOOR PLAN
1:100

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
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(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes
G1. DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS
G2. ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK
G3. ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK
G4. BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS
G5. DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

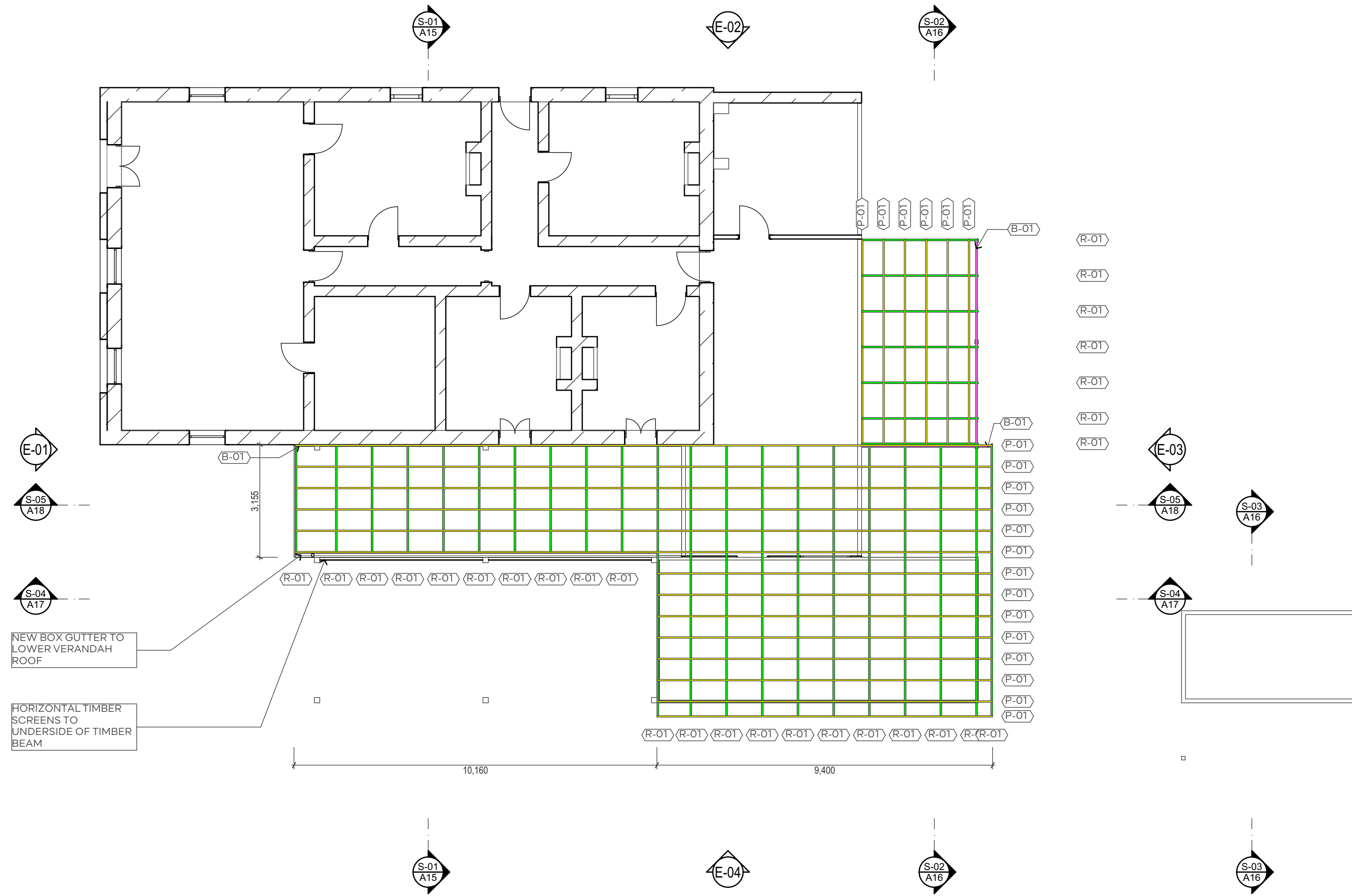
Architect:
stephen carrick architects
1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephenarrickarchitects.com.au stephenarrickarchitects.com.au

Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Ground Floor
Drawing Number:	A07

Revision:	3
Scale @ A2:	1:100

Status:	DOCUMENTATION
Drawn By:	EM
Checked By:	SC
Date:	28/02/2024
North:	



STRUCTURAL NOTE:
ALL SIZING OF STRUCTURAL ELEMENTS, FOOTINGS AND FOUNDATIONS ARE TO BE TO STRUCTURAL ENGINEER SPECIFICATIONS

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

2. PROPOSED CEILING PLAN
1:100

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

General Notes
 01 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS
 02 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK
 03 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK
 04 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS
 05 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

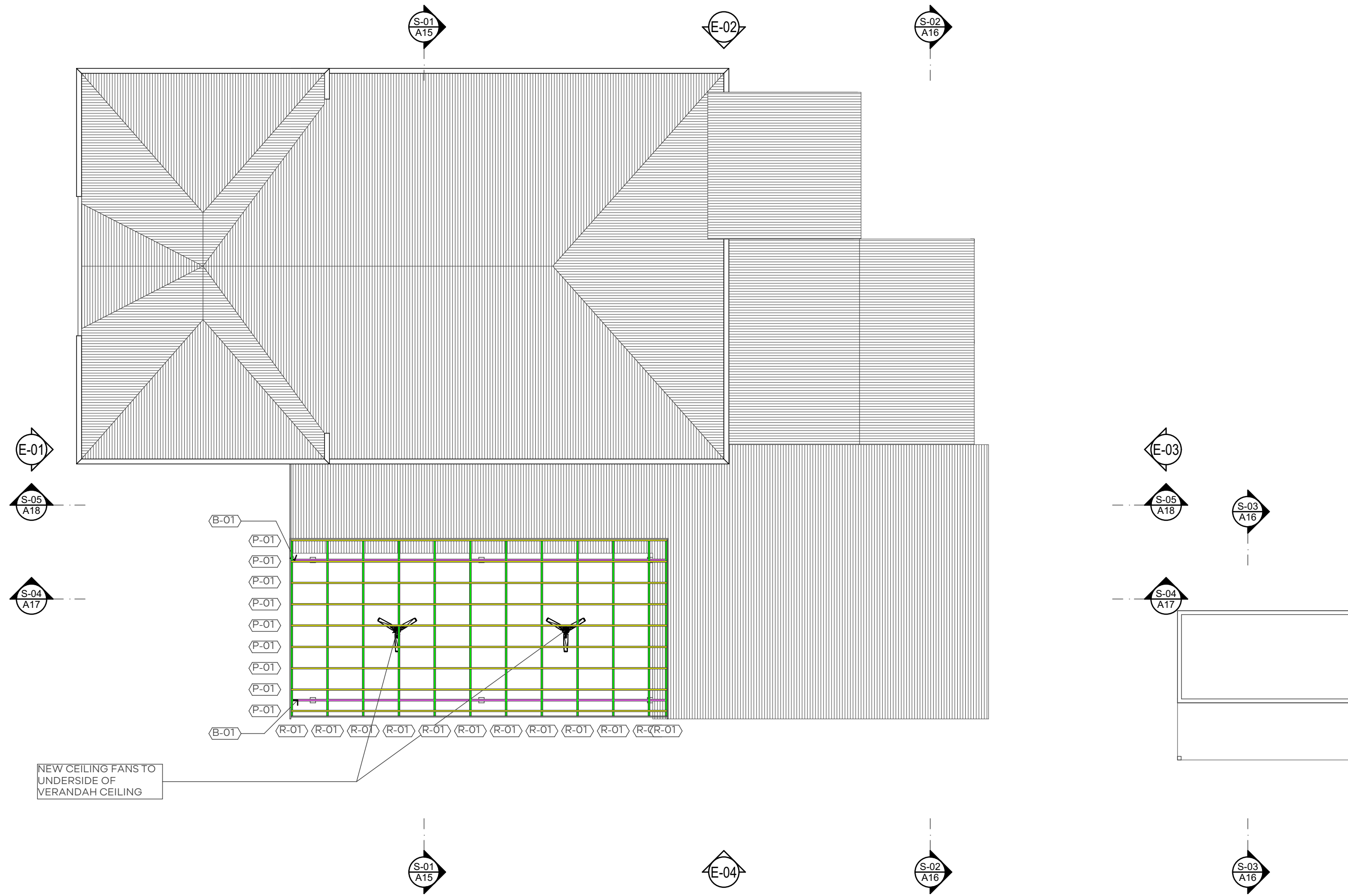
Architect:

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 stephen@stephenarrickarchitects.com.au
 stephenarrickarchitects.com.au

Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Ceiling/ Structure Plan
Drawing Number:	A08

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:100	Drawn By:	EM
		Checked By:	SC
		Date:	28/02/2024



STRUCTURAL NOTE:
 ALL SIZING OF
 STRUCTURAL ELEMENTS,
 FOOTINGS AND
 FOUNDATIONS ARE TO
 BE TO STRUCTURAL
 ENGINEER
 SPECIFICATIONS

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

3. PROPOSED VERANDAH
1:100

General Notes	Revision	Description	Date
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

Architect:

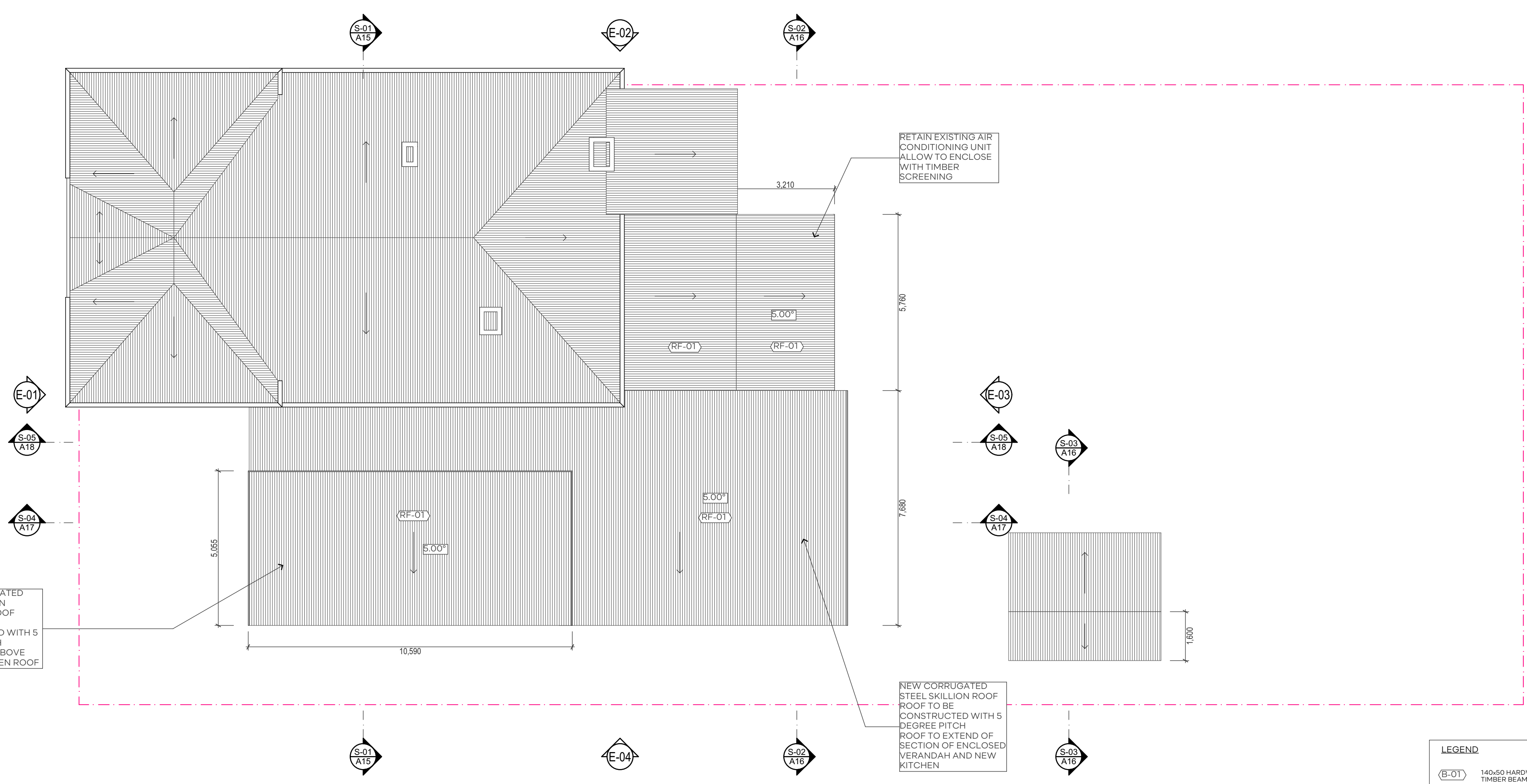
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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Verandah Structure Plan
Drawing Number:	A09

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:100	Drawn By:	EM
Date:	28/02/2024	Checked By:	SC
		Date:	28/02/2024



NEW CORRUGATED STEEL SKILLION VERANDAH ROOF TO BE CONSTRUCTED WITH 5 DEGREE PITCH ROOF TO SIT ABOVE LOWER KITCHEN ROOF

RETAIN EXISTING AIR CONDITIONING UNIT ALLOW TO ENCLOSE WITH TIMBER SCREENING

NEW CORRUGATED STEEL SKILLION ROOF TO BE CONSTRUCTED WITH 5 DEGREE PITCH ROOF TO EXTEND OF SECTION OF ENCLOSED VERANDAH AND NEW KITCHEN

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

4. PROPOSED ROOF PLAN 1:100

General Notes	Revision	Description	Date	
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23	
	2	Options issued to client	18/01/24	
	3	Documentation issued for coordination	28/02/24	

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

Architect:

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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Roof Plan
Drawing Number:	A10

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:100	Drawn By:	EM
Date:	28/02/2024	Checked By:	SC
		Date:	28/02/2024



E-01
A07 PROPOSED NORTH ELEVATION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date	Architect:	Project Number:	Project Name:	Address:	Client:	Drawing Title:	Revision:	Status:	North:	
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23	stephen carrick architects 1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephenarrickarchitects.com.au stephenarrickarchitects.com.au	7406	Bank of NSW (fmr)	64 Austin Street CUE, WA 6640	Shire of Cue	Proposed North Elevation	3	DOCUMENTATION		
	2	Options issued to client	18/01/24									EM	
	3	Documentation issued for coordination	28/02/24									SC	
									A11	1:50	Checked By:		
											Date:	28/02/2024	



E-02
A07

PROPOSED EAST ELEVATION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

Architect:



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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed East Elevation
Drawing Number:	A12

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:50	Drawn By:	EM
		Checked By:	SC
		Date:	28/02/2024



E-03
A07 PROPOSED SOUTH ELEVATION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date	Architect:	Project Number:	7406	Drawing Title:	Proposed South Elevation	Revision:	3	Status:	DOCUMENTATION	North:
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23	stephen carrick architects 1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephencarrickarchitects.com.au stephencarrickarchitects.com.au	Project Name:	Bank of NSW (fmr)	Drawing Number: A13	Scale @ A2: 1:50	Drawn By:	EM	Checked By: SC Date: 28/02/2024		
	2	Options issued to client	18/01/24		Address:	64 Austin Street CUE, WA 6640			Client:	Shire of Cue			
	3	Documentation issued for coordination	28/02/24										



E-04
A07

PROPOSED WEST ELEVATION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date
G1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS G2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK G3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK G4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS G5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

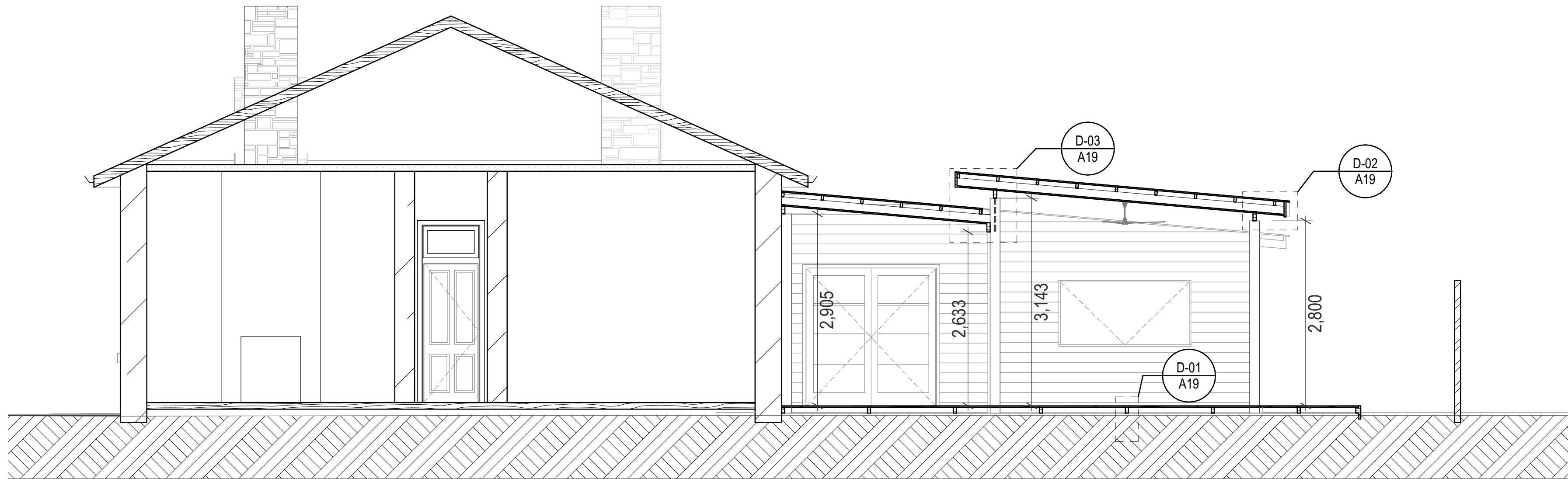
Architect:



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Project Number:	7406	Drawing Title:	Proposed West Elevation	Revision:	3	Status:	DOCUMENTATION	North:	
Project Name:	Bank of NSW (fmr)	Drawn By:	EM	Scale @ A2:	1:50	Checked By:	SC		
Address:	64 Austin Street CUE, WA 6640	Drawing Number:	A14	Date:	28/02/2024				
Client:	Shire of Cue								



S-01
A07

SECTION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

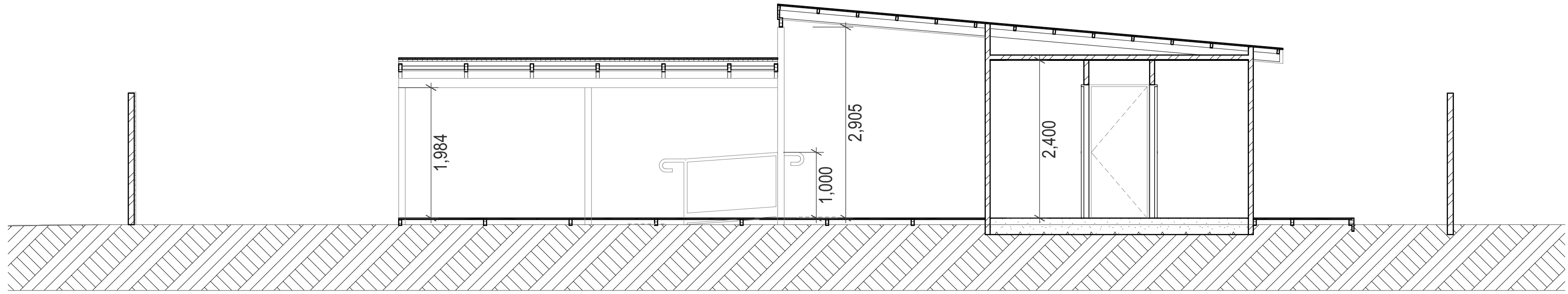
General Notes	Revision	Description	Date
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

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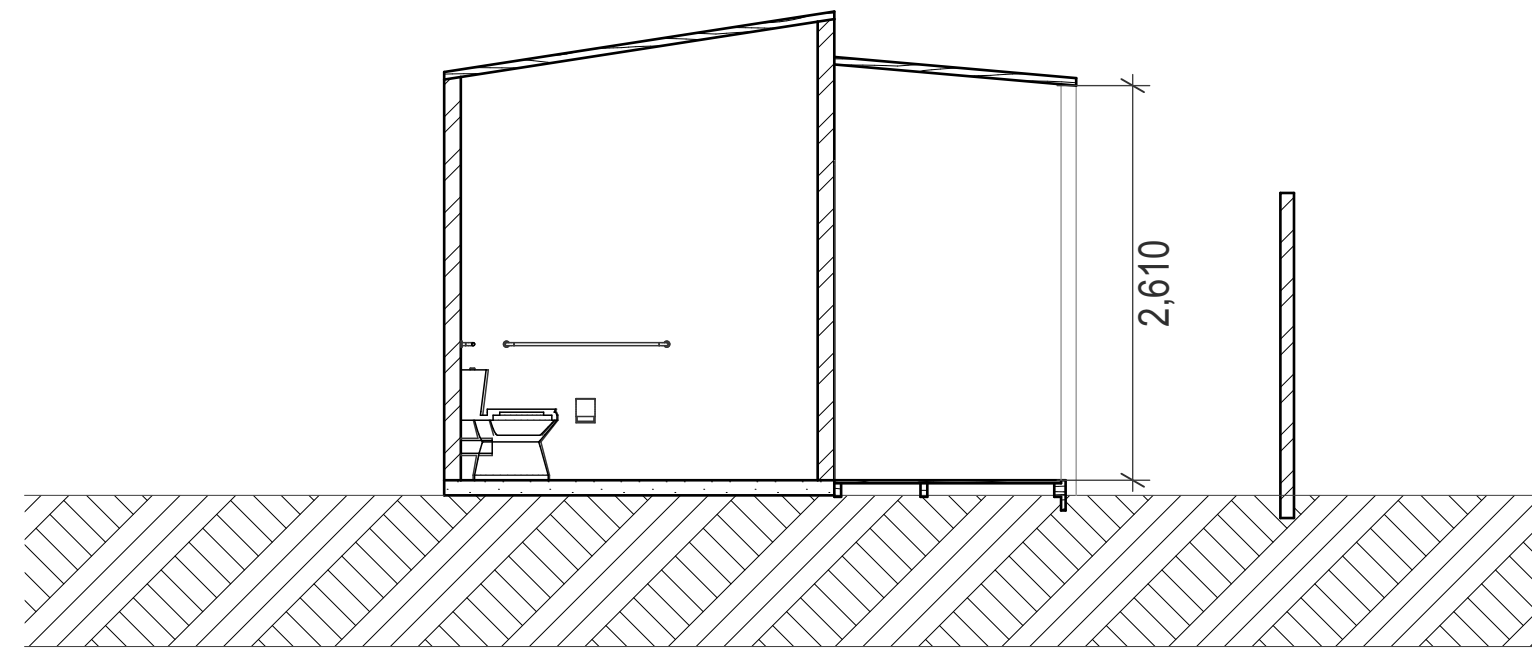
Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Section	Revision:	3	Status:	DOCUMENTATION	North:
Drawing Number:	A15	Scale @ A2:	1:50	Drawn By:	EM	
				Checked By:	SC	
				Date:	28/02/2024	



S-02
A07

SECTION
1:50



S-03
A07

SECTION
1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

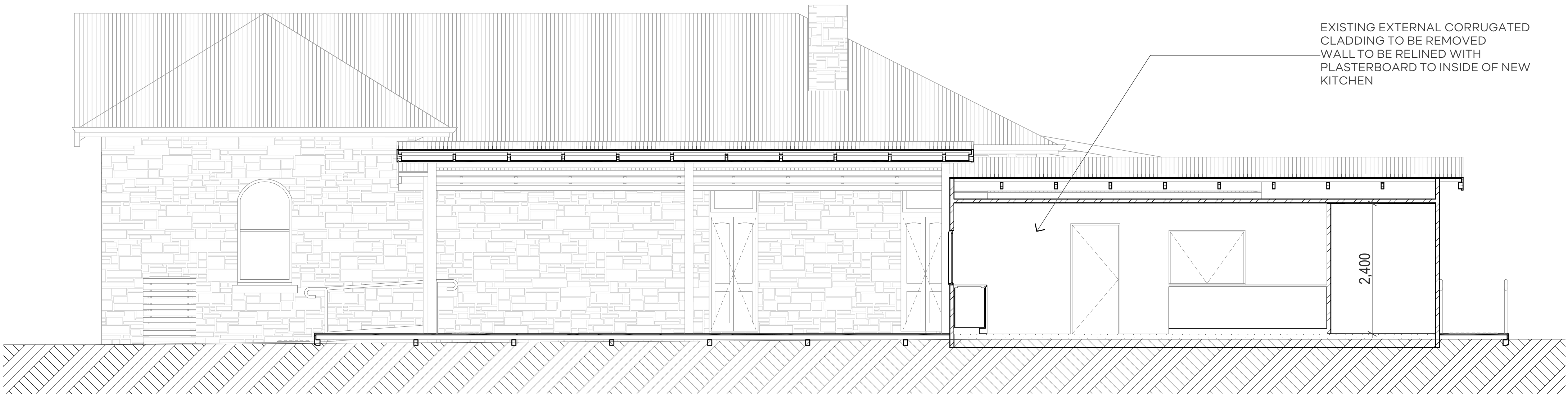
Architect:	Project Number:	7406	Drawing Title:	Proposed Sections	Revision:	3	Status:	DOCUMENTATION	North:
 stephen carrick architects 1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephenarrickarchitects.com.au stephenarrickarchitects.com.au	Project Name:	Bank of NSW (fmr)	Drawn By:	EM	Scale @ A2:	1:50	Checked By:	SC	Date:
	Address:	64 Austin Street CUE, WA 6640	Drawing Number:	A16	Client:	Shire of Cue	28/02/2024		
	Client:	Shire of Cue							

Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Sections
Drawing Number:	A16

Revision:	3
Scale @ A2:	1:50
Date:	28/02/2024

Status:	DOCUMENTATION
Drawn By:	EM
Checked By:	SC
Date:	28/02/2024




S-04 SECTION
A07 1:50

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes
01 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS
02 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK
03 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK
04 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS
05 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

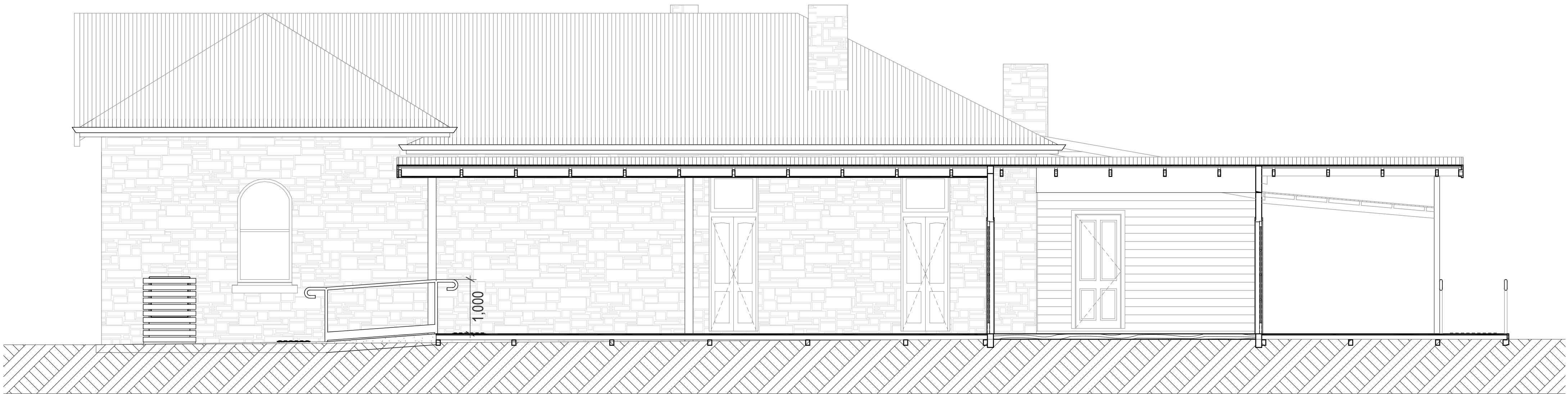
Architect:	 stephen carrick architects
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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Proposed Section
Drawing Number:	A17

Revision:	3
Scale @ A2:	1:50

Status:	DOCUMENTATION
Drawn By:	EM
Checked By:	SC
Date:	28/02/2024



S-05 SECTION
A07 1:50

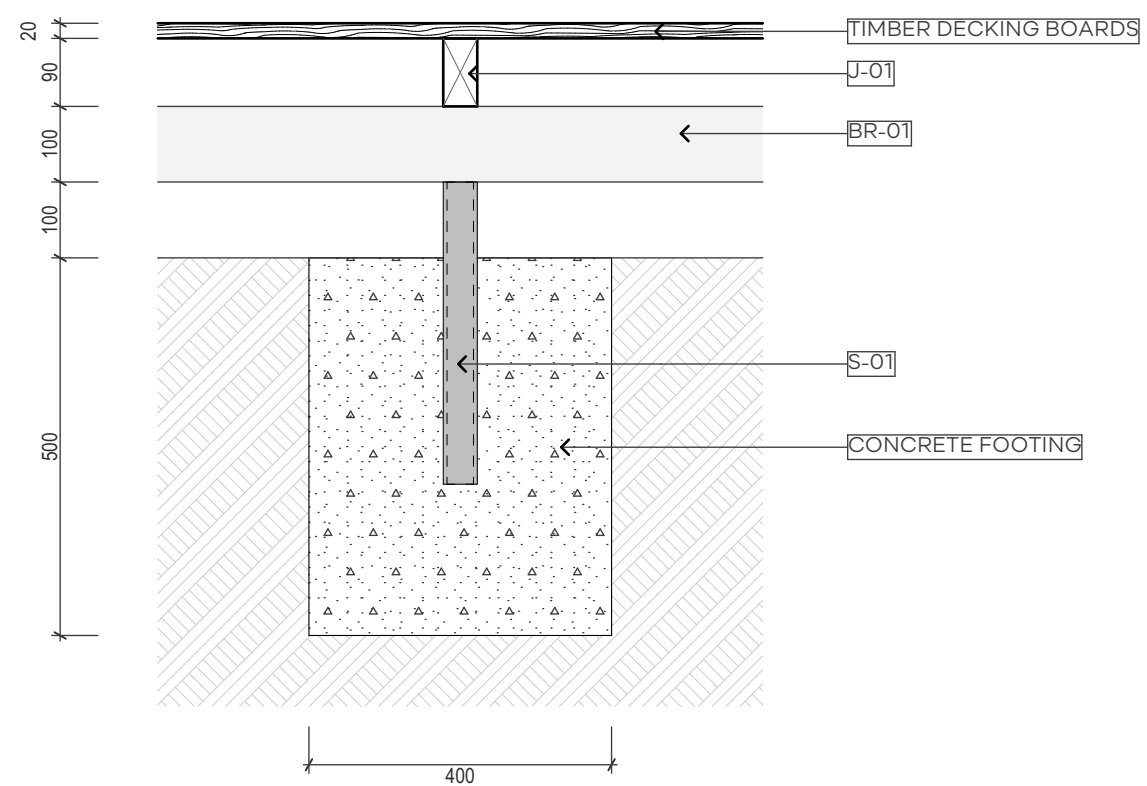
LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

General Notes	Revision	Description	Date
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS 0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK 0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK 0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS 0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS	1	Issue to Client	12/12/23
	2	Options issued to client	18/01/24
	3	Documentation issued for coordination	28/02/24

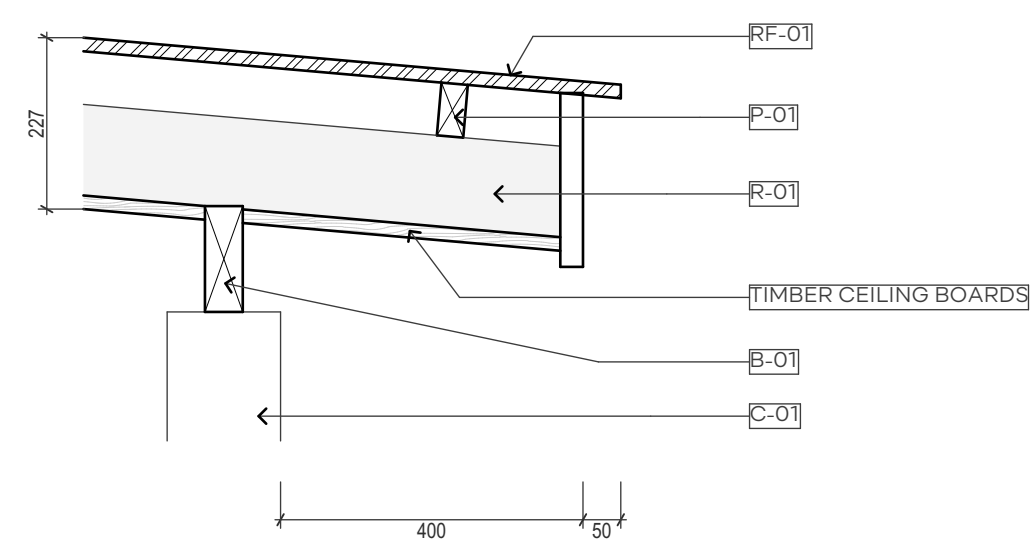
Architect:	 stephen carrick architects 1 0457 309 201 PO Box 578, Scarborough WA 6922 stephen@stephencarrickarchitects.com.au stephencarrickarchitects.com.au
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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

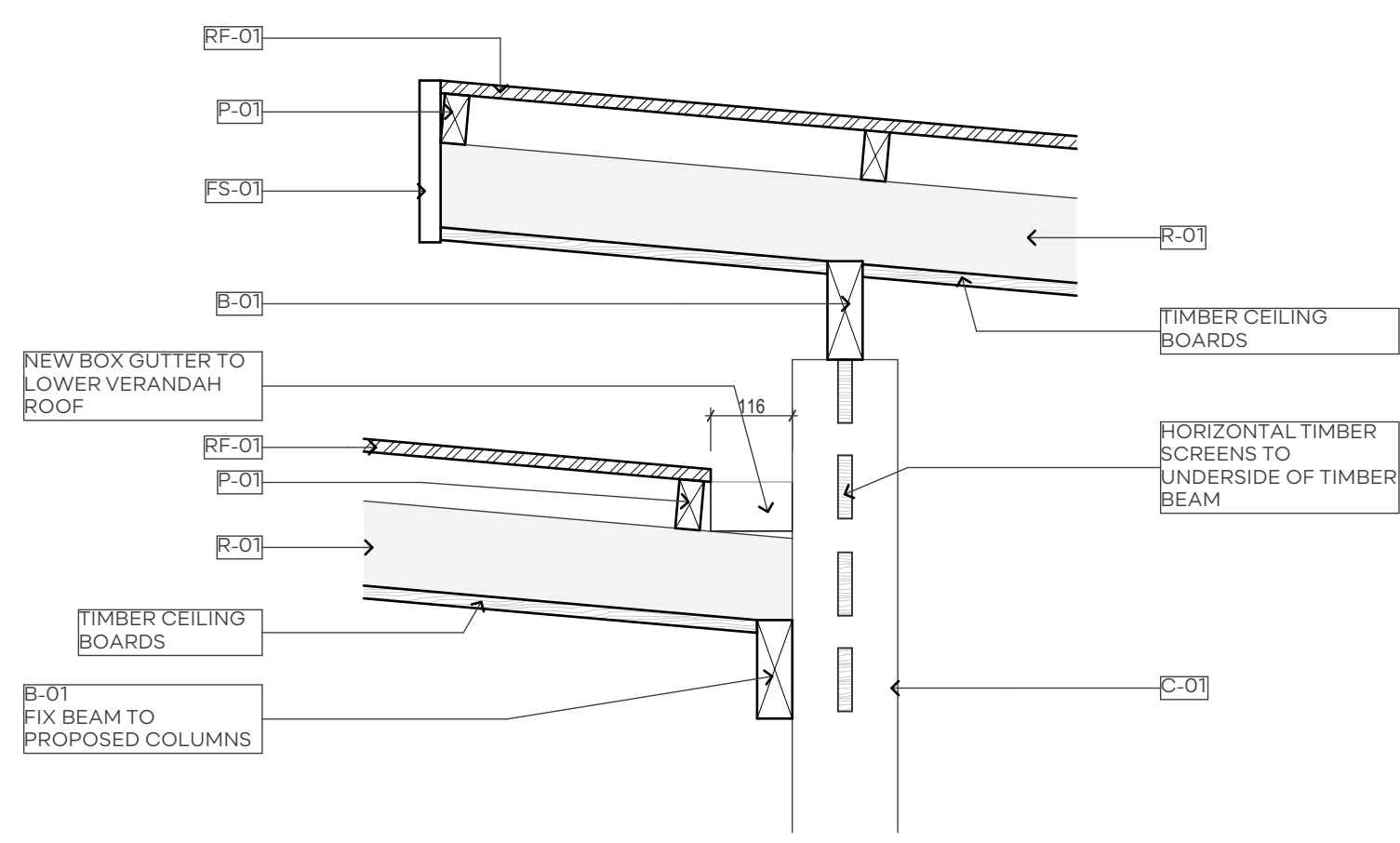
Drawing Title:	Proposed Section	Revision:	3	Status:	DOCUMENTATION	North:	
Drawing Number:	A18	Scale @ A2:	1:50	Drawn By:	EM	Checked By:	SC
				Date:	28/02/2024		



D-01
A15
DETAIL
1:10



D-02
A15
DETAIL
1:10



D-03
A15
DETAIL
1:10

STRUCTURAL NOTE:
ALL SIZING OF STRUCTURAL ELEMENTS, FOOTINGS AND FOUNDATIONS ARE TO BE TO STRUCTURAL ENGINEER SPECIFICATIONS

LEGEND	
(B-01)	140x50 HARDWOOD TIMBER BEAM
(BR-01)	100x75 TREATED PINE BEARER @1800c
(C-01)	150x150 HARDWOOD TIMBER COLUMN
(C-02)	100x100 HARDWOOD TIMBER COLUMN
(DP-01)	90mm GALVANISED ROUND PROFILE DOWNPIPE
(FS-01)	230x30 TREATED PINE FASCIA
(J-01)	90x45 TREATED PINE JOIST @1300c
(P-01)	70x35 TREATED PINE ROOF PURLIN @600c
(R-01)	120x50 TIMBER RAFTER @1000c
(RF-01)	GALVANISED CORRUGATED ROOF SHEETS
(S-01)	75mm STEEL SHS

Revision	Description	Date
1	Issue to Client	12/12/23
2	Options issued to client	18/01/24
3	Documentation issued for coordination	28/02/24

General Notes
0.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS
0.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK
0.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK
0.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS
0.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

Architect:

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 1 0457 309 201
 PO Box 578, Scarborough WA 6922
 stephen@stephencarrickarchitects.com.au
 stephencarrickarchitects.com.au

Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Details
Drawing Number:	A19

Revision:	3	Status:	DOCUMENTATION
Scale @ A2:	1:10	Drawn By:	EM
		Checked By:	SC
		Date:	28/02/2024



PERSPECTIVE



VERANDAH PERSPECTIVE



REAR PERSPECTIVE

LEGEND

- B-01 140x50 HARDWOOD TIMBER BEAM
- BR-01 100x75 TREATED PINE BEARER @1800c
- C-01 150x150 HARDWOOD TIMBER COLUMN
- C-02 100x100 HARDWOOD TIMBER COLUMN
- DP-01 90mm GALVANISED ROUND PROFILE DOWNPIPE
- FS-01 230x30 TREATED PINE FASCIA
- J-01 90x45 TREATED PINE JOIST @1300c
- P-01 70x35 TREATED PINE ROOF PURLIN @600c
- R-01 120x50 TIMBER RAFTER @1000c
- RF-01 GALVANISED CORRUGATED ROOF SHEETS
- S-01 75mm STEEL SHS

General Notes
G1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS
G2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK
G3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK
G4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS
G5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

Revision	Description	Date
1	Issue to Client	12/12/23
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Architect:



stephen carrick architects

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Project Number:	7406
Project Name:	Bank of NSW (fmr)
Address:	64 Austin Street CUE, WA 6640
Client:	Shire of Cue

Drawing Title:	Perspectives
Drawing Number:	A20

Revision:	3	Status:	DOCUMENTATION	North:
Scale @ A2:		Drawn By:	EM	
		Checked By:	SC	
		Date:	28/02/2024	

Your ref: N/A
Our ref: P0631-51197
Enquiries: Liza Mathews (08) 6551 9068

Ferraro Planning and Development Consultancy
Eugene Ferraro
eugene@fpdc.com.au

Dear Eugene

BANK OF NEW SOUTH WALES (FMR)

Thank you for your email of 29 January 2024 regarding the following proposal:

Place Number	P0631
Place Name	Bank of New South Wales (fmr)
Street Address	64 Austin Street, Cue
Proposal Description	development concept and change of use to café, restaurant or function centre.

We received the following information:

A01 Drawing List	A02 Site Plan
A03 Existing Ground Floor Plan	A04 Existing Roof Plan
A05 North Elevation	A06 East Elevation
A07 South Elevation	A08 West Elevation
A09 Proposed Site Plan	A10 Proposed Ground Floor Option 1
A11 Roof Plan Option 1	A12 Perspective Option 1
A13 Ground Floor Option 2	A14 Roof Plan Option 2
A15 Perspective Option 2	A16 Ground Floor Option 3
A17 Roof Plan Option 3	A18 Perspective Option 3
Historical Sequence	

As *Bank of New South Wales (fmr)* is in the State Register of Heritage Places, the proposal has been considered in the context of its identified cultural heritage significance and the following comments are given:

Findings

- *Bank of New South Wales (fmr)* has cultural heritage significance a single-storey Victorian Georgian style stone building with a corrugated iron roof, has cultural heritage significance as the first bank in the region and it's important for its contribution to the streetscape of the main street of Cue
- The proposal includes the addition of a commercial kitchen, alfresco and open verandah.
- Option 3 is a simple design, clearly distinguishable from the original building and provides an opportunity for patrons to view the original stone structure. It is set back and does not detract from views and is the preferred design.
- The proposal will have no impact the cultural heritage significance of *Bank of New South Wales (fmr)*.

Advice

The proposal, in accordance with the information submitted, could be supported subject to the following conditions:

1. The proposed addition to be lightweight/reversible and capable of being removed without significantly impacting upon the original fabric.
2. Verandah to be fixed within the mortar joints of the stone façade and fixings to be of stainless steel only.

These comments are based on an assessment of the proposal's impact on *Bank of New South Wales (fmr)* and are given from a heritage perspective to assist your application to the decision-maker. These comments do not replace the need for any required approvals from the decision-maker.

Should you have any queries regarding this advice please contact Liza Mathews at liza.mathews@dph.wa.gov.au or on 6551 9068.

Yours faithfully



Sheree Morrison
Assistant Manager
Historic Heritage Conservation

28 February 2024

10.7 MURCHISON GEOREGION CONSTITUTION

APPLICANT:	Shire of Cue
DISCLOSURE OF INTEREST:	The author is a voting member of the Project Working Group.
AUTHOR:	Richard Towell - Chief Executive Officer
DATE:	15 March 2024

Matters for Consideration:

That Council consider the endorsement of the Murchison GeoRegion and Geoparks Constitution.

Background:

The Murchison GeoRegion project has been jointly developed by the seven Murchison local governments (Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo) and it is supported by various State Government agencies.

The project seeks to enhance tourism and economic development across the Murchison subregion based on geotourism. It harnesses the Murchison's diverse geology, natural landscapes, biodiversity and culture (Aboriginal and Non-Aboriginal).

The Project focuses on 21 priority geosites across the Murchison using interpretation based on the 'ABC' spectrum of geotourism.

- Abiotic (non-living) - geology, landforms and climate; and
- Biotic (living) - flora and fauna; and
- Culture (people) - Aboriginal and non-Aboriginal - past and present.

The project has been funded by contributions from the seven local governments and currently operates through the Murchison GeoRegion Project Working Group which employs a Project Officer.

The long-term vision is to establish a UNESCO Global Geopark within the Murchison, recognising there are numerous physical, economic, political, and other imperatives that must first be worked through. The strategy is therefore to develop the Murchison GeoRegion in a manner and to a standard that would meet the requirements of UNESCO. UNESCO requires an independent entity to be established and to have operated effectively for twelve months before applying for UNESCO Global Geopark status.

The Project Working Group has explored different governance models including the formation of a Regional Subsidiary. It has been decided the governance model is best suited to be an incorporated association to allow for industry membership and future growth. Through the Murchison Executive Group and more recently the Murchison

Comments:

The attached constitution was adopted by the Project Working Group on the 20 February 2024 and they are seeking endorsement from participating Councils of the proposed governance structure.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Shire of Cue Policy Manual

Financial Implications:

The Shire of Cue currently contribute \$21,350 per year in equal contribution to the other participating local governments for the marketing, operation and development of the project. The proposed governance structure will enable industry membership that will provide fees to the association potentially reducing the contributions required by local governments in the future.

Strategic Implications:

Shire of Cue Strategic Community Plan 2023-2038

Outcome 1.2 - Develop strategies to increase number of tourists visiting the Shire.

Outcome 4.5 - Implement sustainability and protection strategies for the future of the area.

Consultation:

Murchison GeoRegion Working Group

Officers Recommendation:

Voting Requirement: Simple Majority

That Council endorse the Constitution of the Murchison GeoRegion and Geoparks Incorporated.

Council Decision:	Voting Requirement: Simple Majority
--------------------------	--

MOVED:

SECONDED:

CARRIED:



murchison
georegion
WESTERN AUSTRALIA

CONSTITUTION

OF

MURCHISON GEOREGION & GEOPARKS INCORPORATED

1. Name of Association

Murchison GeoRegion & Geoparks Incorporated

Trading as Murchison GeoRegion

2. Objectives and purposes of the Association

- The ancient lands and brilliant skies of the Murchison GeoRegion are recognised around the world as a premier tourism experience
- Showcasing the Murchison GeoRegion to create sustainable economic and social development by implementing the structures, systems and processes, inclusive of Ambassadors, that will support global recognition of the Murchison GeoRegion
- Enable and promote development of the Murchison GeoRegion through Geoparks, Geotrails and Geotourism within the seven Murchison Shires of Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo
- Develop a Stakeholder Engagement Plan, encourage and enable stakeholder participation and collaboration in the establishment of the Murchison GeoRegion Geoparks, Geotrails and Geotourism
- Facilitate Marketing and Communications Plan encompassing geotourism features within the Murchison GeoRegion
- Facilitate consistent Geosite Infrastructure and Maintenance Plan, providing levels of engagement by the Shires
- Foster and support capabilities for research and education, including production of educational materials, to enhance and share the unique and interconnected Abiotic, Biotic and Cultural aspects of the Murchison GeoRegion
- Become active within the Global Geopark network
- Develop boundaries for geoparks within the Murchison GeoRegion in established categories (State, Australian (National) and International)
- Enable at least one geopark to be designated as a fully accredited UNESCO Global Geopark, based on boundaries to be determined by the Association, in consultation with recognised geological bodies such as the Geological Survey of Western Australia and the Shires

- Co-operate with like-minded entities and individuals locally, nationally and internationally in revealing and promoting all aspects of tourism visitation related to the A (Abiotic) B (Biotic) and C (Cultural) aspects of the Murchison GeoRegion environment
- Enhance education and sharing of knowledge through storytelling, exhibitions and events that encourage appreciation, care of, and protection through conservation, of unique aspects of the Murchison GeoRegion for both current and future generations

PART 1 — PRELIMINARY

3. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*

Affiliate association means those associations invited by the board to affiliate with the Association

associate member means a member with the rights referred to in rule 8(6)

Association means the incorporated association to which these rules apply

board means the management board of the Association

board meeting means a meeting of the board

board member means a member of the board

books, of the Association, includes the following:

- (a) a register
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored
- (c) a document
- (d) any other record of information
- (e) recorded digitally or in print formats

by-laws means by-laws made by the Association under rule 72

chairperson means the Committee member holding office as the chairperson of the Association

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act

financial records include:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements

financial report of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act

financial statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act

financial year, of the Association, has the meaning given in rule 4

general meeting of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend

GeoRegion means a single, unified geographical area where sites and landscapes of geological significance are linked together around a central natural or cultural value, of which sustainable development, including conservation, aims to involve local communities

geopark means a unified area of geological heritage as defined by United Nations Educational, Scientific and Cultural Organisation (UNESCO)

geotourism means tourism that sustains or enhances the distinctive geographical character of a place; its environment, heritage, aesthetics, culture and the well-being of its residents, and ties sustainability to all aspects of the region through A (abiotic), B (Biotic) and C (Cultural) features, inclusive of astronomy.

Geotrail means guided and self-guided trails interpreting geology and landscapes in the context of geotourism

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association

ordinary board member means a board member who is not an office holder of the Association under rule 34(3)

ordinary member means a member with the rights referred to in rule 8 (1) and 11 (1) (a)

chairperson means the board member holding office as the chairperson of the Association

deputy chairperson means the board member holding the office as the deputy chairperson of the Association

secretary means the board member holding office as the secretary of the Association

treasurer means the board member holding office as the treasurer of the Association

returning officer means the person nominated to oversee the elections at the annual general meeting

register of members means the register of members referred to in section 53 of the Act

rules means these rules of the Association, as in force for the time being

special general meeting means a general meeting of the Association other than the annual general meeting

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act

subcommittee means a subcommittee appointed by the board under rule 56 (1) (a)

tier 1 association means an incorporated association to which section 64(1) of the Act applies

tier 2 association means an incorporated association to which section 64(2) of the Act applies

tier 3 association means an incorporated association to which section 64(3) of the Act applies

4. Financial year

(1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4) (c) or, if relevant, section 29(5) (c) of the Act.

- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination, being June 30th.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

5. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
 - (a) for the purposes of the Association; the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

6. Powers

The Association has the power to do all such lawful things as are necessary, incidental, or conducive and with due diligence, to the attainment of the aims and objects of the Association. Such powers include:

- (a) the leasing of property for any purpose deemed proper by the board and consistent with the objects and purposes of the Association. Any lease negotiated shall be supported by a properly prepared lease agreement
- (b) acquiring by purchase, lease, exchange or otherwise: land, buildings and hereditaments of any tenure or description, wherever situated, and any estate or interest therein and all rights over or connected therein deemed proper by the board and consistent with the objects and purposes of the Association
- (c) selling, improving, managing, letting, disposing of, or turning to account all or any part of the real or personal property of the Association
- (d) the borrowing and raising of monies by means of mortgage, or other loan, for any purpose deemed proper by the board and consistent with the objects and purposes of the Association, at a commercial interest rate prevailing at the time, and under terms which are not onerous to the Association and are within the Association's reasonable limits of repayment
- (e) the investing of funds in any security in which monies may be invested
- (f) entering into any arrangements with any government or authority, whether federal, state, local or otherwise, that may seem conducive to any of the objects of the Association, and to apply for and obtain from any such government or authority any grants, rights, privileges or concessions which the Association may think it desirable to obtain and carry out, exercise and comply with any such arrangements, rights, privileges and concessions
- (g) Negotiating with any person or company to secure grants, donations, sponsorship monies or services in kind, as contributions to the Association's operations or one or more of its projects, or in exchange for advertising or promotion of that person's or company's products and services for the duration of any event held by the Association or on its behalf.

- (h) Appointing, employing, or removing or suspending such secretaries, managers, clerks, servants, consultants, or other persons on such terms as necessary or convenient, and in line with the appropriate industrial instruments

PART 3 — MEMBERS

Division 1 — Membership

7. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.

8. Applying for membership

- (1) A person who wants to become a member must complete the membership nomination form specified by the board.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

9. Dealing with membership applications

- (1) The board, or its delegated subcommittee, must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the board must consider applications in the order in which they are received by the Association.
- (3) The board may delay its consideration of an application if the board considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The board must not accept an application unless the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (5) The board may reject an application even if the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (6) The board must notify the applicant of the board's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the board rejects the application, the board is not required to give the applicant its reasons for doing so.

10. Becoming a member

An applicant for membership of the Association becomes a member when:

- (a) the board accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 15

11. Classes of membership

- (1) The Association shall consist of
 - (a) a member nominated as representative by each of the Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Yalgoo and Wiluna Shires.
 - (b) Ordinary members: Those members who have paid an ordinary member subscription
 - (c) Associate members comprised of:
 - Honorary Life members: those members whose appointment as such has been endorsed by two – thirds majority of members at a general meeting.
 - Life members: those members who have paid a life membership subscription.
 - Honorary members: persons whose involvement with the Association warrants their appointment as honorary members by the board for a term not exceeding one year. Honorary members do not have voting rights.
 - Affiliate members: those persons who have elected to be affiliated with the Association, paid an affiliate membership fee and whose affiliated association has one delegate member elected to the Association board under rule 18. Affiliate members do not have voting rights.
 - Corporate members: those organisations which have paid a corporate membership fee.
 - Junior members: those members who have not reached the age of 18 years. Junior members do not have voting rights.
- (2) The Association may approve other classes of associate members by resolution at a general meeting.
- (3) All members have full voting rights, and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the board, except as specifically provided elsewhere in these rules.
- (4) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

12. When membership ceases

- (1) A person ceases to be a member when any of the following take place:
 - (a) for a member who is an individual, the individual dies
 - (b) the person resigns from the Association under rule 13
 - (c) the person is expelled from the Association under rule 22
 - (d) the person ceases to be a member under rule 15(4)
 - (e) The person ceases to be an associate member under rule 20
 - (f) The member who is a body corporate, the body corporate is wound up.
- (2) The secretary must keep a record, for at least one year after a person or corporation ceases to be a member, of:
 - (a) the date on which the membership ceased and
 - (b) the reason why the membership ceased.

13. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect:
 - (a) when the secretary receives the notice or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

14. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

Division 2 — Membership fees

15. Membership fees

- (1) The board must determine in the Annual Budget, the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person or corporation has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
 - (a) the board may, at its discretion, accept that payment; and

- (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

16. Register of members

- (1) The secretary, or another person authorised by the board, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,the board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association.
- (6) The personal details of members listed in the register will not be made available under any such request.

Division 4 — Affiliated associations

17. **Affiliated associations**

The board may, at its sole discretion, invite an incorporated association that it considers shares the objects and purposes of the Association as set out in preamble to these rules, to become an affiliated association. The affiliation will take effect from the date the invitation is formally accepted by the invited association.

18. **Board delegate**

An affiliated association shall have the right to nominate one person to serve on the board to be appointed in terms of rule 34 of these rules. This right will continue for as long as the affiliated association remains affiliated.

19. **Members of affiliated associations**

Financial members of an affiliated association will have the rights of associate membership of the Association as set out in rule 11 (1). Members of affiliated associations may become ordinary members of the Association in terms of rules 7 & 8.

20. **Termination of affiliation**

The affiliation of an affiliated association may be terminated by either party providing the other with one month's notice in writing of their intention to end the affiliation. From the date of termination, the affiliated association will no longer have the right to be represented on the board, and its members will no longer have the rights of associate membership of the Association.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

21. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

22. Suspension or expulsion

- (1) The board may decide to suspend a member's membership or to expel a member from the Association if:
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the board meeting at which the proposal is to be considered by the board.
- (3) The notice given to the member must state:
 - (a) when and where the board meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the proposed suspension or expulsion.
- (4) At the board meeting, the board must:
 - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide:
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the board to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The board must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the board meeting at which the decision is made.
- (7) A member whose membership is suspended, or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (8) If notice is given under subrule (7), the member who gives the notice and the board are the parties to the mediation.

23. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members:
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends the secretary must record in the register of members that the member's membership is no longer suspended.

Division 3 — Resolving disputes

24. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person:

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

25. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes:

- (a) between members; or
- (b) between one or more members and the Association.

26. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

27. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, any party to the dispute may start the grievance procedure by giving written notice to the secretary of:
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the secretary is given the notice, a board meeting must be convened to consider and determine the dispute.

- (3) The secretary must give each party to the dispute written notice of the board meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state:
 - (a) when and where the board meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute.
- (5) If-
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the secretary stating that the party:
 - (i) does not agree to the dispute being determined by the board; and
 - (ii) requests the appointment of a mediator under rule 30,the board must not determine the dispute.

28. Determination of dispute by board

- (1) At the board meeting at which a dispute is to be considered and determined, the board must:
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The board must give each party to the dispute written notice of the board's determination, and the reasons for the determination, within 7 days after the board meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the board's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 — Mediation

29. Application of Division

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator;
 - (a) by a member under rule 22 (7); or
 - (b) by a party to a dispute under rule 27(5)(b)(ii) or 28(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 30.

30. Appointment of mediator

- (1) The mediator must be a person chosen;
 - (a) if the appointment of a mediator was requested by a member under rule 22(7) — by agreement between the Member and the board; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under rule 27(5)(b)(ii) or 28(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the board must appoint the mediator.
- (3) The person appointed as mediator by the board must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a member under rule 22(7); or
 - (b) a party to a dispute under rule 27(5)(b)(ii); or
 - (c) a party to a dispute under rule 28(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the board may be a member or former member of the Association but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

31. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must:
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

32. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 22(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a board meeting or general meeting during the period of suspension or expulsion.

PART 5 — BOARD

Division 1 — Powers of Board

33. Board

- (1) The board members are the persons who, as the management board of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the board has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The board must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Board and duties of members

34. Board members

- (1) The board consists of:
 - (a) the office holders of the Association
 - (b) at least one member representative of each participating Shire
 - (c) up to three nominated delegates of affiliated organisations
- (2) The following are the office holders of the Association:
 - (a) the chairperson
 - (b) the deputy chairperson
 - (c) the secretary
 - (d) the treasurer
- (3) A person may be a board member if the person is:
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member
 - (c) a nominated delegate of an affiliate organisation
- (4) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time, with exception of the secretary and treasurer position which may be combined.

35. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at board meetings and presiding at general meetings provided for in these rules.
- (3) In the absence of the chairperson, the deputy chairperson shall assume the powers and duties of the chairperson.

36. Secretary

The Secretary has the following duties:

- (a) dealing with the Association's correspondence
- (b) consulting with the chairperson regarding the business to be conducted at each board meeting and general meeting
- (c) preparing the notices required for meetings and for the business to be conducted at meetings
- (d) unless another member is authorised by the board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act
- (f) unless another member is authorised by the board to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act
- (g) ensuring the safe custody of the books (formal collection of records inclusive of minutes) of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association
- (h) maintaining full and accurate minutes of board meetings and general meetings
- (i) carrying out any other duty given to the secretary under these rules or by the board.

37. Treasurer

The treasurer has the following duties:

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the board
- (c) ensuring that any payments to be made by the Association, that have been authorised by the board, or at a general meeting, are made on time
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act
- (i) carrying out any other duty given to the treasurer under these rules or by the board.

Division 3 — Election of committee members and tenure of office

38. How members become board members

A member becomes a board member if the member:

- (a) is elected to the board at a general meeting; or
- (b) is appointed to the board by the board to fill a casual vacancy under rule 45 or by an affiliate organisation and accepted by the board
- (c) is nominated as a delegate by an affiliate organisation and accepted by the board

39. Nomination of board members

- (1) At least 28 days before an annual general meeting, the secretary must send written notice to all the members:
 - (a) calling for nominations for election to the board; and
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 14 days before the annual general meeting.
- (3) The written notice must be signed by/ include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary board member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the board unless the member is nominated under rule 40 (2) or 41 (2) (b)
- (6) An affiliate delegate must be duly elected by an affiliate association to represent that body to be nominated as a board member of the Association.
- (7) The board may determine, and alter, the format of the nomination form from time to time.
- (8) Persons may not nominate as board members if, as stated in the Act under section 39 1 (a) and (b), they are bankrupts or have some other prior conviction at the time of this nomination.
- (9) Limitation of period for which section 39 in the Act applies to a person referred to in subsection (1) (b) of that section, in relation to the person's conviction of an offence only for a period of five years:
 - (a) From the time of the person's conviction: or
 - (b) If the conviction results in a term of imprisonment, from the time of the person's release from custody.

40. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.

- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

41. Election of ordinary board members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary board members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary board member is not greater than the number to be elected, the chairperson of the meeting;
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of members nominating for the position of ordinary board member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide the members who are to be elected to the position of ordinary board member.

- (4) A member who has nominated for the position of ordinary board member may vote in accordance with that nomination.

42. Term of office

- (1) The term of office of a board member begins when the member:
 - (a) is elected at an annual general meeting or under subrule 43 (3)(b); by an affiliate association in terms of rule 18; or
 - (b) is nominated as a delegate; or
 - (c) is appointed to fill a casual vacancy under rule 45.
- (2) Subject to rule 44, a board member holds office until the positions on the board are declared vacant at the next annual general meeting.
- (3) A board member may be re-elected.

43. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect:
 - (a) when the notice is received by the secretary or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution:
 - (a) remove a board member from office; and
 - (b) elect a member who is eligible under rule 34 (4) to fill the vacant position.
- (4) A board member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the board member may require them to be read out at the general meeting at which the resolution is to be considered.

44. When membership of board ceases

A person ceases to be a committee member if the person:

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the board or is removed from office under rule 43; or
- (c) becomes ineligible to accept an appointment or act as a board member under section 39 of the Act;
- (d) becomes permanently unable to act as a board member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive board meetings, of which the person has been given notice, without having notified the board that the person will be unable to attend.

45. Filling casual vacancies

- (1) The board may appoint a member who is eligible under rule 34(4) to fill a position on the board that:
 - (a) has become vacant under rule 44; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 43 (3)(b).
- (2) If the position of secretary becomes vacant, the board must appoint a member who is eligible under rule 34 (4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 53, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer board members than required for a quorum under rule 53, the committee may act only for the purpose of:
 - (a) appointing committee members under this rule; or
 - (b) convening a general meeting.

46. Validity of acts

The acts of a board or subcommittee, or of a board member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a board member or member of a subcommittee.

47. Payments to board members

(1) In this rule:

board member includes a member of a subcommittee;

board meeting includes a meeting of a subcommittee.

(2) A board member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:

(a) in attending a board meeting or

(b) in attending a general meeting; or

(c) otherwise in connection with the Association's business.

but shall be subject to ratification and agreement by the board should the amount exceed a previously nominated amount.

48. Indemnity

(1) No member of the board or member of the Association shall be personally liable for any liability incurred on behalf of the Association, or for any default, loss or damage resulting in the performance of any person employed by or working in a volunteer capacity on behalf of the Association.

(2) No person shall be entitled to be indemnified out of the funds of the Association for any liability, except for customary and legitimate expenses incurred in the course of their normal activities on behalf of the Association.

Division 4 — Board meetings

49. Board meetings

(1) The board must meet at least 3 times in each year on the dates and at the times and places determined by the board.

(2) The date, time and place of the first board meeting must be determined by the board members as soon as practicable after the annual general meeting at which the board members are elected.

(3) Special board meetings may be convened by the chairperson or any 2 board members.

50. Notice of board meetings

(1) Notice of each board meeting must be given to each board member at least 48 hours before the time of the meeting.

(2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

(3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.

(4) Urgent business that has not been described in the notice may be conducted at the meeting if the board members at the meeting unanimously agree to treat that business as urgent.

- (5) Matters of urgency arising between scheduled meetings may be dealt with by the secretary by electronic communications between board members to discuss and resolve such matters and such decisions as determined by a quorum of board members will be deemed to be carried and reported at the next board meeting.

51. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each board meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a board meeting must be determined from time to time by the board.
- (4) The order of business at a board meeting may be determined by the board members at the meeting.
- (5) A member or other person who is not a board member may attend a board meeting if invited to do so by the board.
- (6) A person invited under subrule (5) to attend a board meeting:
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the board to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

52. Use of technology to be present at board meetings

- (1) The presence of a board member at a board meeting need not be by attendance in person but may be by that board member, and each other board member at the meeting, being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a board meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

53. Quorum for board meetings

- (1) Subject to rule 45 (4), no business is to be conducted at a board meeting unless a quorum of 5 is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a board meeting:
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a board meeting held under subrule (2)(b); and
 - (b) at least 2 board members are present at the meeting,

those members present are taken to constitute a quorum.

54. Voting at board meetings

- (1) Each board member present at a board meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the board members present at the board meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the board members present indicating their agreement or disagreement or by a show of hands, unless the board decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

55. Minutes of board meetings

- (1) The board must ensure that minutes are taken and kept of each board meeting.
- (2) The minutes must record the following:
 - (a) the names of the board members present at the meeting;
 - (b) the name of any person attending the meeting under rule 51 (5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a board meeting must be entered in the Association's formal records within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a board meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next board meeting.
- (5) When the minutes of a board meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

56. Subcommittees and subsidiary offices

- (1) To help the board in the conduct of the Association's business, the board may, in writing, do either or both of the following —
 - (a) appoint one or more subcommittees
 - (b) create one or more subsidiary offices and appoint people to those offices.

- (2) A subcommittee may consist of the number of people, whether or not members, that the board considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the board:
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

57. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

non-delegable duty means a duty imposed on the board by the Act or another written law.

- (2) The board may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the board other than:
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the board specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the board from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee, or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the board.
- (7) The board may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

58. Annual general meeting

- (1) The board must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
 - (b) to receive and consider:
 - (i) the board's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and

- (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other board members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

59. Special general meetings

- (1) The board may convene a special general meeting.
- (2) The board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must:
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the board does not convene a special general meeting within that 28-day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

60. Notice of general meetings

- (1) The secretary or, in the case of a special general meeting convened under rule 59(5), the members convening the meeting, must give to each member:
 - (a) at least 28 days' notice of any general meeting.
- (2) The notice must:
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the board under rule 39 (2); and
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and

- (ii) state that the resolution is intended to be proposed as a special resolution;
and
- (iii) comply with rule 61(7).

A resolution is a special resolution if it is passed:

- (a) at a general meeting of the Association; and
- (b) by the votes of not less than three quarters of the members of the Association who cast a vote at the meeting.

61. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the board has approved a form for the appointment of a proxy, the member may use that form or any other form:
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 60 must:
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the board has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

62. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

63. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the board members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum of five (5) is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting — the meeting lapses; or
 - (b) in the case of the annual general meeting — the meeting is adjourned to —
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
 - (b) at least 5 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

64. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 60.

65. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.

- (3) A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member:
 - (a) must have been an ordinary member at the time notice of the meeting was given under rule 60; and
 - (b) must have paid any fee or other money payable to the Association by the member.

66. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting:
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

67. Determining whether resolution carried

- (1) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy:
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.

- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

68. Minutes of general meeting

- (1) The secretary, or a person authorised by the board from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record:
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting under rule 61(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 58 (3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 58(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's formal collection of records within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

69. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the board.

70. Control of funds

- (1) The Association must open an account, or accounts, in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the board may approve expenditure on behalf of the Association.
- (3) The board may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board
- (5) All electronic (by telephone, mobile, online) banking transactions and credit card transactions not requiring signatures are subject to
 - a) approval in the budget
 - b) prior authorisation by the Board; subrule (2) (3)
 - c) where applicable, a Purchase Order
- (6) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

71. Financial statements and financial reports

- (1) For each financial year, the board must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1) those requirements include
 - a) correctly record and explain its transactions and financial position and performance; and
 - b) enable true and fair financial statements to be prepared in accordance with Division 3
 - c) and if required, the review or auditing of the financial statements or financial report, as applicable; and
 - d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

72. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may:
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 11 (1) (c) and rule 11 (2); and
 - (b) impose restrictions on the board's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Association and the auditing of the Association's accounts; and
 - (d) provide for any other matter the Association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

73. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by:
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board.
- (2) If the Association has a common seal:
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the board and in the presence of:
 - (i) 2 board members; or
 - (ii) one board member and a person authorised by the board,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another board member authorised by the board.

74. Giving notices to members

- (1) In this rule —

recorded means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and:
- (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

75. Custody of books (formal collection of records including minutes) and securities

- (1) Subject to subrule (2), the books (formal collection of records including minutes) and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the board.
- (4) The books (formal collection of records including minutes) of the Association must be retained for at least 7 years.

76. Record of office holders

The record of board members, and other persons authorised to act on behalf of the Association, that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

77. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect:
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of board members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a board meeting, the right to inspect that document is subject to any decision the board has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of, or take an extract from, a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose or access the personal details of any members.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose:
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

78. Publication by committee members of statements about Association business is prohibited

A board member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or board meeting unless:

- (a) the board member has been authorised to do so at a board meeting; and
- (b) the authority given to the board member has been recorded in the minutes of the board meeting at which it was given.

79. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule —

surplus property, in relation to the Association, means property remaining after satisfaction of:

 - (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.
- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

80. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

11

MOTIONS BY MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 MOTIONS FOR CONSIDERATION AT THE NEXT MEETING



13 NEW BUSINESS OF AN URGENT NATURE

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

<i>Council Decision:</i>	Voting Requirement: Simple Majority
MOVED:	SECONDED:
That the meeting be closed to members of the public to discuss confidential matters.	
CARRIED:	

15 CLOSURE

