



**Confirmed Minutes
ORDINARY MEETING
OF COUNCIL**

16 September 2025

SHIRE OF CUE
Ordinary Meeting of Council
MINUTES

Held in the Council Chambers, 73 Austin Street Cue on
Tuesday, 16 September 2025 commencing at 6:00 PM

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The meeting was opened at 06:00 PM

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:

Shire President Les Price
Deputy Shire President Elizabeth Houghton
Councillor Ron Hogben
Councillor Ian Dennis
Councillor Julie Humphreys
Councillor Ross Pigdon

STAFF:

Chief Executive Officer Richard Towell
Deputy Chief Executive Officer Lisa Keen
Executive Assistant Janelle Duncan
Accountant Ahmed Khan
Senior Admin Officer Stephanie Wandek

GALLERY:

Mrs Maria Zadow
Mrs Jenni Dennis *06:02pm entered the chamber

2 APOLOGIES AND APPROVED LEAVE OF ABSENCE

Nil

3 DISCLOSURE OF MEMBER'S INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 CONFIRMATION OF MINUTES

Council Decision: 01092025	Voting Requirement: Simple Majority
MOVED: Cr Julie Humphreys	SECONDED: Cr Ross Pigdon
That the Minutes of Ordinary Meeting 19 August 2025 are confirmed as a true and correct record of the meeting.	
CARRIED: 6/0 AGAINST: None	

5.1 CONFIRMATION OF MINUTES

Council Decision: 02092025	Voting Requirement: Simple Majority
MOVED: Cr Elizabeth Houghton	SECONDED: Cr Ian Dennis
That the Minutes of Special Meeting 27 August 2025 are confirmed as a true and correct record of the meeting.	
CARRIED: 6/0 AGAINST: None	

6 APPLICATION FOR LEAVE OF ABSENCE

Nil

7 DEPUTATIONS

Nil

8 PETITIONS

Nil

9 ANNOUNCEMENTS WITHOUT DISCUSSION

Method of Dealing with Agenda Business

As part of the Shire's efforts to ensure the efficiency and effectiveness of meetings, tonight's meeting will include the opportunity for matters to be considered by Council en bloc.

Matters not to be included in en bloc decisions are those which require:

- Absolutely Majority;
-

- Matters to be determined behind closed doors;
- Declared interests made in relation to the item; and
- Deputations or Statements made in relation to the item.

Before commencing the process, the Presiding Member provides a brief explanation of the 'en bloc' method of decision making, for the benefit of any members of the public in the gallery.

The following items have been identified to be decided upon by voting en bloc:

- 10.1 Accounts and Statements of Account
- 10.2 Financial Statements

After reading out all reports identified to be decided on by 'en bloc', Elected Members are given the opportunity to have any reports removed that they deem not appropriate to be included in this process.

Once all are agreed, a mover and seconder will propose a motion for the en bloc decision.

"That the recommendations contained in items 10.1 and 10.2 be adopted en bloc".

The items 10.1 and 10.2 en bloc were moved by Cr Julie Humphreys and seconded by Cr Elizabeth Houghton.

06:08pm Mrs Jenni Dennis left the chamber

06:14pm Mrs Jenni Dennis re-entered the chamber

REPORTS

10 REPORTS

10.1 ACCOUNTS AND STATEMENTS OF ACCOUNT

APPLICANT: Shire of Cue

DISCLOSURE OF INTEREST: Nil

AUTHOR: Lisa Keen - Deputy Chief Executive Officer

DATE: 8 September 2025

Matters for Consideration:

To receive the List of Accounts paid for the period 1 August 2025 - 31 August 2025.

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 August 2025.

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 receive the attached payments for the period 1 August 2025 - 31 August 2025, which have been made in accordance with delegated authority under s5.42 of the *Local Government Act 1995*.

AUGUST 2025

Municipal Fund Bank EFTs	EFT 15027 - EFT 15148	\$	420,403.53
Direct Debit Fund Transfer	General	\$	45,704.78
Direct Debit Fund Transfer	CEO Credit Card	\$	(\$681.40)

Payroll	\$	158,217.24
Cheques	\$	0.00
Total	\$	623,644.15

Council Decision: 03092025

Voting Requirement: Simple Majority

MOVED: Cr Julie Humphreys

SECONDED: Cr Elizabeth Houghton

That Council receive the attached payments for the period 1 August 2025 - 31 August 2025, which have been made in accordance with delegated authority under s5.42 of the *Local Government Act 1995*.

AUGUST 2025

Municipal Fund Bank EFTs	EFT 15027 - EFT 15148	\$	420,403.53
Direct Debit Fund Transfer	General	\$	45,704.78
Direct Debit Fund Transfer	CEO Credit Card	\$	(\$681.40)
Payroll		\$	158,217.24
Cheques		\$	0.00
Total		\$	623,644.15

CARRIED: 6/0

AGAINST: None

EN BLOC

10.2 FINANCIAL STATEMENTS

APPLICANT: Shire of Cue

DISCLOSURE OF INTEREST: Nil

AUTHOR: Lisa Keen - Deputy Chief Executive Officer

DATE: 8 September 2025

Matters for Consideration:

The attached monthly Financial Report is for the period ending August 2025 and includes the following statements and notes:

- Statement of Financial Activity
- Major Variances

- Net Current Funding Position
- Statement of Financial 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 August 2025.

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 August 2025.

Council Decision: 04092025

Voting Requirement: Simple Majority

MOVED: Cr Julie Humphreys

SECONDED: Cr Elizabeth Houghton

That Council receive the attached monthly Financial Report, prepared in accordance with the *Local Government (Financial Management) Regulations 1996*, for the period ending August 2025.

CARRIED: 6/0

AGAINST: None

EN BLOC

10.3 COUNCIL MEETING DATES 2026

APPLICANT: Shire of Cue

DISCLOSURE OF INTEREST: Nil

AUTHOR: Richard Towell

DATE: 8 September 2025

Matters for Consideration:

Council is required to adopt and advertise their Council meeting dates and the proposed dates for 2026 are submitted for Council's consideration.

Background:

Nil

Comments:

Council is required under the *Local Government (Administration) Regulations 1996* to adopt annual meeting dates and times and advertise them to the community.

Council traditionally meets on the 3rd Tuesday of the month at 6.00pm, therefore the dates proposed for 2026 are:

January	No Meeting
February	Tuesday the 17th
March	Tuesday the 17th
April	Tuesday the 21st
May	Tuesday the 19th
June	Tuesday the 16th
July	Tuesday the 21st
August	Tuesday the 18th
September	Tuesday the 15th
October	Tuesday the 20th
November	Tuesday the 17th
December	Tuesday the 15th

With meetings commencing at 6.00pm.

Statutory Environment:

Local Government Act 1995 - Sect 5.25

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to -

(g) the giving of public notice of the date and agenda for council or committee meetings;

Local Government (Administrations) Act 1996 - Reg 12

12. Publication of meeting details (Act s. 5.25(1)(g))

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held -

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Consultation:

Nil

Officers Recommendation:

Voting Requirement: Simple Majority

Adopt the following meeting dates for 2026 and advertise them in accordance with the *Local Government (Administration) Regulations 1996*:

January	No Meeting
February	Tuesday the 17th
March	Tuesday the 17th
April	Tuesday the 21st
May	Tuesday the 19th
June	Tuesday the 16th
July	Tuesday the 21st
August	Tuesday the 18th
September	Tuesday the 15th
October	Tuesday the 20th
November	Tuesday the 17th
December	Tuesday the 15th

With meetings commencing at 6.00pm

Council Decision: 05092025

Voting Requirement: Simple Majority

MOVED: Cr Ross Pigdon

SECONDED: Cr Ian Dennis

Adopt the following meeting dates for 2026 and advertise them in accordance with the *Local Government (Administration) Regulations 1996*:

January	No Meeting
February	Tuesday the 17th
March	Tuesday the 17th
April	Tuesday the 21st
May	Tuesday the 19th
June	Tuesday the 16th
July	Tuesday the 21st
August	Tuesday the 18th
September	Tuesday the 15th
October	Tuesday the 20th
November	Tuesday the 17th
December	Tuesday the 15th

With meetings commencing at 6.00pm

CARRIED: 6/0

AGAINST: None

10.4 DEED OF EXTENSION OF LEASE - PART LOT 641 ROBINSON STREET

APPLICANT: Shire of Cue

DISCLOSURE OF INTEREST: Nil

AUTHOR: Richard Towell - Chief Executive Officer

DATE: 12 September 2025

Matters for Consideration:

Application of the Common Seal to the Deed of Extension of the lease of Part Lot 641 Robinson Street (fuel outlet) leased by IOR Pty Ltd.

Background:

The Lease of Part Lot 641 Robinson Street Cue was first commenced on 24 November 2015. The first option of extension was granted in 2020 with a Deed of Extension dated 29 June 2020.

Pursuant to Clause 21 of the Lease, IOR Pty Ltd have given notice that it exercises the option to lease the Site for a further period of five (5) years. The renewed Lease will commence on 24 November 2025 and expire on 23 November 2030. IOR Pty Ltd

are in compliance with all of the terms of the Option of Renewal clause in the original Lease.

Comments:

A Deed of Extension has been prepared by IOR Pty Ltd and reviewed by Civic Legal on behalf of the Shire of Cue.

The use of the Common Seal must be authorised by Council.

Statutory Environment:

Clause 21 of the current lease states:

21 OPTION OF RENEWAL

If and only if no earlier than six (6) months or no later than three (3) months before the date of Termination, the Tenant gives notice to the Landlord exercising an option of renewal for a Further Term, and the Landlord is satisfied that at the date of the notice:

- (a) there is no Rent, Outgoings or other money payable under this Lease which is due but unpaid; and*
- (b) there is no unremedied breach of the Tenant's Obligations that has been previously notified to the Tenant by the Landlord and that has not been waived by the Landlord; and*

the Landlord will grant the Tenant a lease of the Leased Premises for the relevant Further Term at the Rent payable immediately before Termination as varied and reviewed pursuant to this Lease and otherwise on the same terms and conditions of this Lease except for:

- (c) the provision of renewal unless there is more than one (1) Further Term in which event the number of Further Terms will be reduced by the Further Term then exercised; and*
- (d) any incentive or inducement to enter into this Lease or any waiver or abatement of Rent or any other payment to the Tenant or any benefit given to the Tenant, which is expressly excluded and which will not apply to a Further Term.*

LOCAL GOVERNMENT ACT 1995 - SECT 9.49A

9.49A. Execution of documents

- (1) *A document is duly executed by a local government if dash;*
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of dash;*
 - (a) *the mayor or president; and*
 - (b) *the CEO,*
 - each of whom is to sign the document to attest that the common seal was so affixed.*

Policy Implications:

Nil

Financial Implications:

All reasonable costs incurred by the Shire in connection with the Extension of the Lease are to be reimbursed by IOR Pty Ltd.

Strategic Implications:

Shire of Cue Strategic Community Plan 2023 - 2038

Outcome 1.1 Maximise local economic opportunities to benefit the whole community

Consultation:

Lisa Keen, Deputy Chief Executive Officer
Anthony Quahe, Civic Legal

Officers Recommendation:

Voting Requirement: Simple Majority

That Council:

Authorise the Shire President and Chief Executive Officer to sign the Deed of Extension of Lease for Part Lot 641 Robinson Street and apply the common seal.

Council Decision: 06092025

Voting Requirement: Simple Majority

MOVED: Cr Elizabeth Houghton

SECONDED: Cr Ron Hogben

That Council:

Authorise the Shire President and Chief Executive Officer to sign the Deed of Extension of Lease for Part Lot 641 Robinson Street and apply the common seal.

CARRIED: 6/0

AGAINST: None

11 MOTIONS BY MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FOR CONSIDERATION AT THE NEXT MEETING

Nil

13 NEW BUSINESS OF AN URGENT NATURE

Nil

CLOSED COUNCIL

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED
CLOSURE**

15 CLOSURE

At the conclusion to the meeting Cr Ian Dennis and Cr Elizabeth Houghton addressed the meeting with their thoughts on retiring from Council and thanked fellow Councillors, CEO and staff.

06:27 pm Mrs Janelle Duncan left the chamber

06:29 pm Cr Ron Hogben left the chamber

06:34 pm Mrs Janelle Duncan re-entered the chamber

06:34 pm Cr Ron Hogben re-entered the chamber.

The Presiding Member thanked those present for attending the meeting and declared the meeting closed at 06:37 PM.

To be confirmed at Ordinary Meeting on the 21 October 2025

Signed:

Presiding Member at the Meeting at which time the Minutes were confirmed.