



**AGENDA**  
**ORDINARY MEETING**  
**OF COUNCIL**

**19 JULY 2022**

# NOTICE OF MEETING

Please be advised that the next

## Ordinary Meeting of Council

is to be held on

**Tuesday, 19 July 2022**

commencing at **6:30pm**

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.

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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 \_\_\_\_\_

| <b>Councillor's Names</b> | <b>Councillor's Signature</b> |
|---------------------------|-------------------------------|
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |
| _____                     | _____                         |

**SHIRE OF CUE  
Ordinary Council Meeting  
AGENDA**

To be held in the Council Chambers, 73 Austin Street Cue on  
Tuesday 19 July 2022 commencing at 6:30pm

|             |   |           |
|-------------|---|-----------|
| <b>1.</b>   | <b>DECLARATION OF OPENING .....</b>   | <b>7</b>  |
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| <b>5.</b>   | <b>CONFIRMATION OF MINUTES.....</b>   | <b>8</b>  |
| <b>6.</b>   | <b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>                              | <b>9</b>  |
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| <b>7.</b>   | <b>DEPUTATIONS.....</b>   | <b>10</b> |
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| <b>11.</b>  | <b>MOTIONS BY MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN<br/>GIVEN .....</b> | <b>21</b> |
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| <b>15.</b>  | <b>CLOSURE.....</b>   | <b>21</b> |

## **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 Ross Pigdon, Shire President

Councillor Les Price, Deputy Shire President

Councillor Ian Dennis

Councillor Ron Hogben

Councillor Leonie Fitzpatrick

Councillor Liz Houghton

Councillor Julie Humphreys

### **STAFF:**

Mr Richard Towell, Chief Executive Officer

Mr Glenn Boyes, Deputy Chief Executive Officer

Ms Cheryl Walton, Manager Finance

Mrs Janelle Duncan, Executive Assistant

### **GALLERY:**

**2. APOLOGIES AND APPROVED LEAVE OF ABSENCE**

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**3. DISCLOSURE OF MEMBERS' INTERESTS**

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**4. PUBLIC QUESTION TIME**

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**5. CONFIRMATION OF MINUTES**

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***Council Decision:***

**Voting Requirement:** Simple Majority

**MOVED:**

**SECONDED:**

That the Minutes of the Ordinary Meeting 21 June 2022 are confirmed as a true and correct record of the meeting.

**CARRIED:**



## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

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### **6.1 APPLICATION FOR LEAVE OF ABSENCE – CR JULIE HUMPHREYS**

APPLICANT: Cr Julie Humphreys  
DISCLOSURE OF INTEREST: Nil  
AUTHOR: Richard Towell – Chief Executive Officer  
DATE: 12 July 2022

***Matters for Consideration:***

Request for leave of absence.

***Background:***

Cr Julie Humphreys will be taking some personal leave and will not be available to attend the Ordinary Council Meeting on 16 August 2022.

***Comments:***

Nil.

***Statutory Environment:***

#### **LOCAL GOVERNMENT ACT 1995 - SECT 2.25**

##### **2.25 . Disqualification for failure to attend meetings**

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

***Policy Implications:***

Nil.

***Financial Implications:***

Sitting fees will not be payable for the meeting not attended by Cr Humphreys.

***Strategic Implications:***

Nil.

***Consultation:***

Cr Ross Pigdon – Shire President

**Officer's Recommendation:**

**Voting Requirement:** Simple Majority

That Cr Humphreys be granted leave of absence for the August ordinary meeting of Council.

**Council Decision:**

**Voting requirement:** Simple Majority

**MOVED:**

**SECONDED:**

**CARRIED:**

**7. DEPUTATIONS**

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**8. PETITIONS**

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**9. ANNOUNCEMENTS WITHOUT DISCUSSION**

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## 10. REPORTS

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### 10.1 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT: Shire of Cue

DISCLOSURE OF INTEREST: Nil

AUTHOR: Cheryl Walton – Manager Finance

DATE: 14 July 2022

***Matters for Consideration:***

To receive the List of Accounts Due and submitted to the Ordinary Council Meeting on 19 July 2022 as attached – see [Appendix 1](#).

***Background:***

The Local Government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented 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 is for the month of June 2022.

***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

Glenn Boyes, Deputy Chief Executive Officer

**Officer’s Recommendation:**

**Voting Requirement:** Simple Majority

That Council endorse the payments for the period 1 June 2022 to 30 June 2022 as listed at [Appendix 1](#), which have been made in accordance with delegated authority per LGA 1995 S5.42.

**June 2022**

|                            |               |           |                   |
|----------------------------|---------------|-----------|-------------------|
| Municipal Fund Bank EFTs   | 10949 - 11057 | \$        | 446,699.04        |
| Direct Debit Fund Transfer | General       | \$        | 27,685.15         |
| Direct Debit Fund Transfer | Credit Card   | \$        | 4,942.36          |
| Payroll                    |               | \$        | 118,689.93        |
| BPAY                       |               | \$        | 181,892.67        |
| Cheques                    |               | \$        | 0.00              |
| <b>Total</b>               |               | <b>\$</b> | <b>779,909.15</b> |

**Council Decision:**

**Voting requirement:** Simple Majority

**MOVED:**

**SECONDED:**

**CARRIED:**

# APPENDIX 1

**List of Accounts Paid as of June 2022**

| #                  | Type         | Date       | Name                                       | Description  | Amount             | Bank | Type |
|--------------------|--------------|------------|--|--|--------------------|------|------|
| <b>Credit Card</b> |              |            |  |  |                    |      |      |
| 1                  | Direct Debit | 26/05/2022 | Qantas Airways                             | Flight for Councillor to attend ALGA in Canberra in June 2022 (\$1,007.95)   | (1,007.95)         | 1    | CSH  |
| 2                  | Direct Debit | 26/05/2022 | Qantas Airways                             | Flight for Councillor's partner to attend ALGA in Canberra in June 2022 (\$1,007.95)   | (1,007.95)         | 1    | CSH  |
| 3                  | Direct Debit | 30/05/2022 | DocuSign                                   | 1 x Annual subscription to DocuSign digital signing software (\$408.00)  | (408.00)           | 1    | CSH  |
| 4                  | Direct Debit | 10/06/2022 | Ocean Centre Hotel                         | 2 x Nights accommodation for CEO to attend Regional Road Group meeting in Geraldton from 09/06/22 to 10/06/22 (\$518.00)                       | (518.00)           | 1    | CSH  |
| 5                  | Direct Debit | 13/06/2022 | State Law Publisher                        | Gazetting of the amended Town Planning Scheme (\$124.80)   | (124.80)           | 1    | CSH  |
| 6                  | Direct Debit | 13/06/2022 | Bunnings                                   | 1 x 4L Rustguard metal paint for Railway Building (\$124.50)   | (124.50)           | 1    | CSH  |
| 7                  | Direct Debit | 13/06/2022 | Ocean Centre Hotel                         | CEO meals and drinks expenses while attending Regional Road Group meeting in Geraldton from 09/06/22 to 10/06/22 (\$51.50)                     | (51.50)            | 1    | CSH  |
| 8                  | Direct Debit | 24/06/2022 | QT Canberra                                | 4 x Nights accommodation and meals expenses for Councillor and partner to attend ALGA in Canberra in June 2022 (\$1,699.66)                    | (1,699.66)         | 1    | CSH  |
|                    |              |            | <b>Total Credit Card</b>                   |  | <b>(4,942.36)</b>  |      |      |
| 9                  | Direct Debit | 02/06/2022 | 1 - CBA MERCHANT FEE                       | CBA MERCHANT FEE   | (163.21)           | 1    | FEE  |
| 10                 | Direct Debit | 02/06/2022 | 1 - CBA MERCHANT FEE                       | CBA MERCHANT FEE   | (36.62)            | 1    | FEE  |
| 11                 | Direct Debit | 15/06/2022 | 2 - BANK FEES                              | BANK FEES  | (32.91)            | 1    | FEE  |
| 12                 | Direct Debit | 15/06/2022 | 2 - BANK FEES                              | BANK FEES  | (28.84)            | 1    | FEE  |
| 12                 | Direct Debit | 21/06/2022 | Ampol (Caltex Australia Petroleum Pty Ltd) | Fuel card purchases for May 2022 (\$551.79)  | (551.79)           | 1    | CSH  |
| 13                 | Direct Debit | 15/06/2022 | Debra Anne Saggars                         | Rent for 8 Darlot Street for the period from 05/06/2022 - 12/06/2022 (\$314.29)  | (314.29)           | 1    | CSH  |
| 14                 | Direct Debit | 26/06/2022 | Superchoice Superannuation Payment         | Payroll Deductions - Superannuation  | (26,557.49)        | 1    | CSH  |
|                    |              |            | <b>Total Direct Debit's</b>                |  | <b>(27,685.15)</b> |      |      |
| <b>EFT</b>         |              |            |  |  |                    |      |      |
| 15                 | EFT10949     | 02/06/2022 | BGC (AUSTRALIA) PTY LTD                    | 72 x 20kg Fast setting concrete for Cue Waste Site (\$451.88)  | (451.88)           | 1    | CSH  |
| 16                 | EFT10950     | 02/06/2022 | Etched Glass Design                        | 2 x 22cm Etched glass bowl gifts for two Shire of Cue's ex-CEOs (\$1,000.00)   | (1,000.00)         | 1    | CSH  |
| 17                 | EFT10951     | 02/06/2022 | Hersey's Safety Pty Ltd                    | 12 x 1L Drain cleaning acid for Depot and Tourist Park Maintenance (\$308.35)  | (308.35)           | 1    | CSH  |
| 18                 | EFT10952     | 02/06/2022 | National Australia Day Council Ltd         | Refund of unused grant funds to National Australia Day Council for Australia Day Community Grant CG00220 (\$3,117.92)                          | (3,117.92)         | 1    | CSH  |
| 19                 | EFT10953     | 02/06/2022 | Reece Pty Ltd                              | 3 x Dual gas regulator for Staff Housing (\$412.18)  | (412.18)           | 1    | CSH  |
| 20                 | EFT10954     | 02/06/2022 | Susan Paulette Burgess                     | Reimbursement for Working with Children Check application for Youth Program and Events (\$87.00)   | (87.00)            | 1    | CSH  |
| 21                 | EFT10955     | 02/06/2022 | Toll Ipec Pty Ltd                          | Freight cost on protective clothing and depot supplies (\$543.58) and freight cost on drain cleaning acid for Depot and Tourist Park (\$57.19) | (600.77)           | 1    | CSH  |
| 22                 | EFT10956     | 02/06/2022 | Truckline - Geraldton                      | 20 x Airline fittings for airport repair and maintenance(\$410.94)   | (410.94)           | 1    | CSH  |

**List of Accounts Paid as of June 2022**

| #  | Type     | Date       | Name  | Description  | Amount      | Bank | Type |
|----|----------|------------|---|--|-------------|------|------|
| 23 | EFT10957 | 02/06/2022 | Western Independent Foods                     | Freight cost on couplings, valves and hoses for Parks and Reserves, side mirror for P84 - Tool Carrier, cistern and vanities for Tourist Park and Staff Housing (\$158.79)   | (158.79)    | 1    | CSH  |
| 24 | EFT10958 | 13/06/2022 | Nick Stevenson                                | Progress payment on 10/06/2022 for ongoing stonemasonry works at the Old Gaol (\$1,000.00)   | (1,000.00)  | 1    | CSH  |
| 25 | EFT10959 | 13/06/2022 | Elizabeth Houghton                            | Elected member expense claim May 2022 (\$766.00)   | (766.00)    | 1    | CSH  |
| 26 | EFT10960 | 13/06/2022 | Ian Dennis                                    | Elected member expense claim May 2022 (\$1,004.00)   | (1,004.00)  | 1    | CSH  |
| 27 | EFT10961 | 13/06/2022 | Julie Ann Humphreys                           | Elected member expense claim May 2022 (\$885.00)   | (885.00)    | 1    | CSH  |
| 28 | EFT10962 | 13/06/2022 | Leonie Fitzpatrick                            | Elected member expense claim March 2022 (\$290.00) and May 2022 (\$647.00)   | (937.00)    | 1    | CSH  |
| 29 | EFT10963 | 13/06/2022 | Leslie Matthew Price                          | Elected member expense claim May 2022 (\$1,302.11)   | (1,302.11)  | 1    | CSH  |
| 30 | EFT10964 | 13/06/2022 | Ronald Paul Clive Hogben                      | Elected member expense claim May 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 31 | EFT10965 | 13/06/2022 | Ross William Pigdon                           | Elected member expense claim May 2022 (\$2,297.00)   | (2,297.00)  | 1    | CSH  |
| 32 | EFT10966 | 13/06/2022 | Bell & Co                                     | 24pk plastic pegs and insect killer for Tourist Park and miscellaneous refreshments for Cue Parliament (\$611.80)  | (611.80)    | 1    | CSH  |
| 33 | EFT10967 | 13/06/2022 | Countrywide Fridge Lines Pty Ltd              | Freight costs on 72 x rapid set concrete bags for Cue Waste Site, tyres for P87 - Prime Mover, Pohlner multi tyre grader roller for Road Plant Equipment, 20 x 240L green bins for Depot Supplies, roll of ProFab nonwoven Filter Geotextile for Staff House, chain wire gates and barbed wire for Tourist Park Maintenance (\$1,769.16) | (1,769.16)  | 1    | CSH  |
| 34 | EFT10968 | 13/06/2022 | Cue Roadhouse & General Store                 | Fuel for Parks and Reserves, snacks for school Easter event, insecticides for Tourist Park, fruits and nuts for Cue Parliament and milk for Admin Building (\$296.07)  | (296.07)    | 1    | CSH  |
| 35 | EFT10969 | 13/06/2022 | Joshua Oliveri                                | Replace and repair dryer and compressor in P9 - CAT Grader, trail plugs and wiring in P80 - Crew Cab Ute, leaking valve in P32 - Flat Drum Roller, aerial for P37 - Road Crew Supervisors Ute, rear lights and wiring in P55 - Water Tanker (\$3,300.00)   | (3,300.00)  | 1    | CSH  |
| 36 | EFT10970 | 13/06/2022 | K-Line Fencing Group                          | 1 x 1800mm High galvanised chainwire and 3 x barbed double gates for Cue Waste Site and Tourist Park (\$3,679.50)  | (3,679.50)  | 1    | CSH  |
| 37 | EFT10971 | 13/06/2022 | Lacy Bros Pty Ltd                             | Cart Gravel from Kaili Rd for 14 days for Cue-Beringarra Rd Construction Works (\$14,350.22), dry hire of side tipper and dolly for 14 days for Cue-Wondinong Rd (\$3,080.00) and supply hydraulic hoses and fittings for P30 - Autopatch Truck (\$1,219.52)   | (18,649.74) | 1    | CSH  |
| 38 | EFT10972 | 13/06/2022 | Rainbow Diamond Hearts                        | Final payment for the live music performance by M8 Mewsic for Thank a Volunteer Day on 20/05/2022 (\$660.00)   | (660.00)    | 1    | CSH  |
| 39 | EFT10973 | 13/06/2022 | Toll Ipec Pty Ltd                             | Freight cost on valves, taps and shower arms for Tourist Park, hydraulic pump for P78 - Nissan Daycab and repair parts for park brake on P9 - CAT Grader (\$96.21)   | (96.21)     | 1    | CSH  |
| 40 | EFT10974 | 13/06/2022 | Accwest Pty Ltd                               | Finalisation of Reg 5(2)(c) review (\$5,197.50)  | (5,197.50)  | 1    | CSH  |
| 41 | EFT10975 | 13/06/2022 | Atyeo's Environmental Health Services Pty Ltd | Environmental Health Services for the period 02/05/2022 - 23/05/2022 (\$4,394.36)  | (4,394.36)  | 1    | CSH  |

**List of Accounts Paid as of June 2022**

| #  | Type     | Date       | Name                                      | Description  | Amount     | Bank | Type |
|----|----------|------------|---|--|------------|------|------|
| 42 | EFT10976 | 13/06/2022 | Easifleet                                 | Easifleet vehicle lease expenses for June 2022 (\$1,213.27)  | (1,213.27) | 1    | CSH  |
| 43 | EFT10977 | 13/06/2022 | Murchison Club Hotel                      | Meals and drinks for 7 people including 3 staff following Ordinary Council Meeting on 24/05/2022 (\$331.50)  | (331.50)   | 1    | CSH  |
| 44 | EFT10978 | 13/06/2022 | Ocean Centre Hotel                        | 1 x Night accommodation for CEO to attend Main Road meeting in Geraldton (\$259.00)  | (259.00)   | 1    | CSH  |
| 45 | EFT10979 | 13/06/2022 | Queen of The Murchison Guest House & Cafe | 3 x Nights accommodation and meals for Town Planner (\$630.00)   | (630.00)   | 1    | CSH  |
| 46 | EFT10980 | 13/06/2022 | Trephleene Pty Ltd T/A Canine Control     | Ranger services on 17/05/2022 (\$1,540.29)   | (1,540.29) | 1    | CSH  |
| 47 | EFT10981 | 13/06/2022 | Bunnings Building Products Pty            | 90 x 25L All purpose potting mix, 2 x 2.4m oak door mouldings, 2 door utility cupboard flatpack, 4 x fluidmaster toilet inlet valves, 3 x adjustable steel carriage with brass rollers, 4 x 4L mineral turpentine and other supplies for various Shire projects (\$1,374.08) | (1,374.08) | 1    | CSH  |
| 48 | EFT10982 | 13/06/2022 | Cheryl Walton                             | Staff vehicle reimbursement for travel to Perth and 3 days car parking to attend Moore Australia workshops (\$988.60)  | (988.60)   | 1    | CSH  |
| 49 | EFT10983 | 13/06/2022 | Five Star                                 | Konika Minolta C454E black / colour meter read April 2022 (\$274.73) and May 2022 (\$692.45)   | (967.18)   | 1    | CSH  |
| 50 | EFT10984 | 13/06/2022 | LO-GO Appointments                        | Contracting services for Rates Officer for the week ending 21/05/2022 (\$106.07)   | (106.07)   | 1    | CSH  |
| 51 | EFT10985 | 13/06/2022 | Western Independent Foods                 | 12 x 1L full cream UHT milk and freight on air line fittings for Depot Supplies (\$167.36), freight cost on freestanding dishwasher and microwave for Staff House (\$109.75) and freight cost on trailer plugs and 20 x 240L green bins for Depot Supplies (\$57.89)         | (335.00)   | 1    | CSH  |
| 52 | EFT10986 | 13/06/2022 | Winc Australia Pty Ltd                    | A4 Paper, batteries, shredder bags and oil, files, binding covers and other office supplies for Admin Building (\$944.80) and 4 x 100pk Nitrile gloves for Staff Supplies (\$123.33)   | (1,068.13) | 1    | CSH  |
| 53 | EFT10987 | 17/06/2022 | Bunnings Building Products Pty            | Assorted tap adaptors, 15amp power leads and tap/hose connectors for work being done at Cue-Wondinong Road (\$695.09)  | (695.09)   | 1    | CSH  |
| 54 | EFT10988 | 17/06/2022 | Garpen Pty Ltd                            | 2 x truck seats for P73 - Multipac Tyre Roller and 1 x air suspension seat for P61 - Prime Mover (\$2,450.00)  | (2,450.00) | 1    | CSH  |
| 55 | EFT10989 | 17/06/2022 | Great Northern Rural Services             | 50 x Nels sprinkler body and 50 x nozzle rotators for street trees and landscaping (\$1,153.90)  | (1,153.90) | 1    | CSH  |
| 56 | EFT10990 | 17/06/2022 | Hersey's Safety Pty Ltd                   | Assorted depot supplies, tape, gloves, safety glasses, rags, cable ties and freight (\$686.26) and 6 x packs of contact cleaners for Depot Supplies (\$107.41)   | (793.67)   | 1    | CSH  |
| 57 | EFT10991 | 17/06/2022 | Midwest Windscreens & Windows             | Supply, install windscreen and window tint to P31 - Mitsubishi Canter Tipper (\$1,024.00)  | (1,024.00) | 1    | CSH  |
| 58 | EFT10992 | 17/06/2022 | Neil William Barnden                      | Labour for pushing dirt at gravel pit at Cue-Wondinong Road (\$1,694.00)   | (1,694.00) | 1    | CSH  |
| 59 | EFT10993 | 17/06/2022 | Reece Pty Ltd                             | Rheem 125L 3.6kw electric hotwater system for Tourist Park (\$990.37)  | (990.37)   | 1    | CSH  |
| 60 | EFT10994 | 17/06/2022 | Statewide Bearings                        | 2 x 12V batteries for P37 - Isuzu D-Max and P59 - Bore Boss Unit (\$429.00)  | (429.00)   | 1    | CSH  |



**List of Accounts Paid as of June 2022**

| #  | Type     | Date       | Name                                  | Description   | Amount      | Bank | Type |
|----|----------|------------|---------------------------------------|---|-------------|------|------|
| 61 | EFT10995 | 17/06/2022 | Total Toilets                         | 2 x 5L Toilet chemicals for portable toilet at Cue-Wondinong Road (\$111.82)  | (111.82)    | 1    | CSH  |
| 62 | EFT10996 | 17/06/2022 | West Coast Shade                      | Fabricate and install 9 x steel posts and 4 x shade sails at Outdoor Gym (\$54,846.00), supply, fabricate and install 3 x shade sails at the Bowling Club (\$4,400.00) and supply, fabricate and install 2 x shade sails to replace the damaged shade sails at Town Hall Playground ( \$4,873.00)                                     | (64,119.00) | 1    | CSH  |
| 63 | EFT10997 | 17/06/2022 | LO-GO Appointments                    | Contracting services for Rates Officer for the week ending 28/05/2022 (\$217.01)  | (217.01)    | 1    | CSH  |
| 64 | EFT10998 | 17/06/2022 | Local Government NSW                  | 12 month annual subscription to Careers at Council website for the period from 1/03/22 to 1/03/23 (\$550.00)  | (550.00)    | 1    | CSH  |
| 65 | EFT10999 | 17/06/2022 | NAPA Auto Parts                       | Brush fan 12V motor for P78 - Nissan Daycab (\$24.20)   | (24.20)     | 1    | CSH  |
| 66 | EFT11000 | 17/06/2022 | Ocean Centre Hotel                    | 1 x Night accommodation for CEO to attend Murchison Regional Strategy meeting on 27/05/2022 (\$298.00) and 1 x night accommodation for EA to attend Murchison Regional Strategy meeting on 27/05/2022 (\$199.00)  | (497.00)    | 1    | CSH  |
| 67 | EFT11001 | 17/06/2022 | Reece Pty Ltd                         | Plumbing fixtures for Tourist Park, Administration Building and Staff House - 19 Burt Place (\$649.02)  | (649.02)    | 1    | CSH  |
| 68 | EFT11002 | 17/06/2022 | Repco                                 | 4 x LED amber beacon lights (\$235.40)  | (235.40)    | 1    | CSH  |
| 69 | EFT11003 | 17/06/2022 | Totally Workwear Geraldton            | 10 x Embroidered Shire uniforms for Depot staff (\$482.14)  | (482.14)    | 1    | CSH  |
| 70 | EFT11004 | 17/06/2022 | URL Networks Pty Ltd                  | VOIP charges for May 2022 (\$179.92)  | (179.92)    | 1    | CSH  |
| 71 | EFT11005 | 17/06/2022 | AIT Specialists Pty Ltd               | Calculation of Fuel Tax Credit for the period 01/05/2022 - 31/05/2022 (\$181.28)  | (181.28)    | 1    | CSH  |
| 72 | EFT11006 | 17/06/2022 | Elite Electrical Contracting          | Wiring of internal and external power points, install fluorescent light, light switches and external lights for Tourist Park (\$3,268.42)   | (3,268.42)  | 1    | CSH  |
| 73 | EFT11007 | 17/06/2022 | Joshua Oliveri                        | Remove, repair and test air compressor for P11 - Multi Tyre Roller (\$3,500.00), repair rubbish truck bin arm and corroded wiring, regas air-conditioner, adjust sensors for P44 - International Garbage Truck (\$3,030.00) and fabricate, fit and wire new control box for FD001 - Road Sweeper for Cue-Beringarra Road (\$1,300.00) | (7,830.00)  | 1    | CSH  |
| 74 | EFT11008 | 17/06/2022 | Kleenheat Gas                         | Yearly facility fee for 210kg VAP Cylinder for Tourist Park and 45kg for Staff House - 18 Dowley Street (\$696.85)  | (696.85)    | 1    | CSH  |
| 75 | EFT11009 | 17/06/2022 | Landgate                              | Consolidated Mining Tenement Roll 2022/2023 (\$4,510.65)  | (4,510.65)  | 1    | CSH  |
| 76 | EFT11010 | 17/06/2022 | Nick Stevenson                        | Stonemasonry works at Old Gaol between 07/06/2022 - 17/06/2022, 1 x bag of NHC and 2 x tins of paint (\$5,920.00)   | (5,920.00)  | 1    | CSH  |
| 77 | EFT11011 | 17/06/2022 | RP Leisk Pty Ltd                      | Plumbing maintenance at Shire Hall, Tourist Park and installation of water feed line to water filter unit at Railway Building (\$1,760.00)  | (1,760.00)  | 1    | CSH  |
| 78 | EFT11012 | 17/06/2022 | Australian Taxation Office            | BAS payment May 2022 (\$71,966.00)  | (71,966.00) | 1    | CSH  |
| 79 | EFT11013 | 21/06/2022 | Aerodrome Management Services Pty Ltd | Annual Technical Inspection and Annual Safety Inspection of Aerodrome in accordance with CASA requirements (\$7,920.00)   | (7,920.00)  | 1    | CSH  |

**List of Accounts Paid as of June 2022**

| #  | Type     | Date       | Name                                      | Description   | Amount      | Bank | Type |
|----|----------|------------|---|---|-------------|------|------|
| 80 | EFT11014 | 21/06/2022 | All Decor                                 | Supply and install vinyl planks to Staff House - 19 Burt Place (\$12,273.00)  | (12,273.00) | 1    | CSH  |
| 81 | EFT11015 | 21/06/2022 | Queen of The Murchison Guest House & Cafe | 4x Nights accommodation from 07/06/2022 - 11/06/2022 for Midwest Lock and Safe staff to re-key all keys to Shire owned properties (\$520.00) and 2 x nights accommodation from 07/06/2022 - 09/06/2022 for All Decor staff to install flooring at Staff House -19 Burt Place (\$260.00) | (780.00)    | 1    | CSH  |
| 82 | EFT11016 | 21/06/2022 | Totally Workwear Geraldton                | 1 x safety boots for new outdoor staff (\$163.35), 6 x polo shirts with Shire logos (\$129.60) and 1 x safety boots for cleaner (\$146.74)  | (439.69)    | 1    | CSH  |
| 83 | EFT11017 | 21/06/2022 | ATOM Supply                               | 2 x Jackets, 3 x cargo pants and 2 x safety boots for Depot staff (\$700.97)  | (700.97)    | 1    | CSH  |
| 84 | EFT11018 | 21/06/2022 | Australia Day Council of WA               | Renewal of Gold Associate Membership subscription to Auspire 2022 - 2023 (\$685.00)   | (685.00)    | 1    | CSH  |
| 85 | EFT11019 | 21/06/2022 | LO-GO Appointments                        | Contracting services of Rates Officer for the week ending 04/06/2022 (\$325.52)   | (325.52)    | 1    | CSH  |
| 86 | EFT11020 | 21/06/2022 | Marketforce Productions                   | Differential Rates advertisement in Geraldton Guardian on 03/06/2022 (\$559.13)   | (559.13)    | 1    | CSH  |
| 87 | EFT11021 | 21/06/2022 | Murchison Hardware (Mitre 10)             | 1 x 2030mm platform ladder, 6 x 10L paint, 1 x 240v pressure pump and various hardware items for Bank of WA and Railway Building (\$4,391.20)   | (4,391.20)  | 1    | CSH  |
| 88 | EFT11022 | 21/06/2022 | PERSOLKELLY Australia Pty Ltd             | Town planning consultant for the week ending 29/05/2022 (\$4,880.00)  | (4,880.00)  | 1    | CSH  |
| 89 | EFT11023 | 21/06/2022 | Totally Workwear Geraldton                | Protective clothing with embroidered Shire logos for depot staff (\$452.52)   | (452.52)    | 1    | CSH  |
| 90 | EFT11024 | 21/06/2022 | BGC (AUSTRALIA) PTY LTD                   | 72 x bags of rapid set cement for the Waste Site Fence (\$451.88)   | (451.88)    | 1    | CSH  |
| 91 | EFT11025 | 21/06/2022 | Battery Mart                              | 2 x AC Delco batteries SN120L for P87 - Prime Mover (\$701.80) and 4 x 50A Anderson connector for P87 - Prime Mover (\$44.00)   | (745.80)    | 1    | CSH  |
| 92 | EFT11026 | 21/06/2022 | Genesis Accounting                        | Prepare Fringe Benefit Tax Return 2021/22 (\$2,750.00)  | (2,750.00)  | 1    | CSH  |
| 93 | EFT11027 | 21/06/2022 | Janelle Duncan                            | Rent for 6 Price Street between 02/05/2022 - 26/06/2022 (\$2,000.00) and 61 days water usage from 07/04/2022 - 16/06/2022 (\$942.89)  | (2,942.89)  | 1    | CSH  |
| 94 | EFT11028 | 21/06/2022 | Landgate                                  | Gross Rental Value Revaluation 2021/2022 (\$9,652.97) and Rural UV General Revaluation 2021/2022 (\$359.10)   | (10,012.07) | 1    | CSH  |
| 95 | EFT11029 | 21/06/2022 | Lisa Amy Woodbrook                        | Final payment on musician for the Cue event on 11/06/2022 (\$2,970.00)  | (2,970.00)  | 1    | CSH  |
| 96 | EFT11030 | 21/06/2022 | Murchison Club Hotel                      | Meal expenses at Council Forum on 14/06/2022 (\$69.00)  | (69.00)     | 1    | CSH  |
| 97 | EFT11031 | 21/06/2022 | Trephleene Pty Ltd T/A Canine Control     | Ranger services on 02/06/2022 (\$1,540.29)  | (1,540.29)  | 1    | CSH  |

**List of Accounts Paid as of June 2022**

| #   | Type     | Date       | Name                                  | Description   | Amount      | Bank | Type |
|-----|----------|------------|---------------------------------------|---|-------------|------|------|
| 98  | EFT11032 | 22/06/2022 | Water Corporation                     | Water usage and charges for 70 days between 07/04/2022 - 16/06/2022 (\$24,518.43). 10 Chesson Street - Staff House (\$48.67), 12 Chesson Street- Staff House (\$165.79), 15 Allen Street - Staff House (\$56.10), L22-23 Austin St - Depot (\$2,560.06), 18 Dowley Street - Staff House (\$649.88), 33 Robinson St - Brockman Park (\$2,390.60), 47 Dowley St - Staff House (\$46.39), 47 Marshall St - Staff House (\$79.63), 52-58 Dowley St - Tennis Courts (\$40.94), 57 Marshall St - Staff House (\$243.11), L5 Austin St - Median Strip (\$1,056.12), 72 Austin St - Post Office (\$8.19), 75 Austin St - Admin Office (\$633.13), 79 Austin St - Public Water Access (\$1,268.99), 8 Victoria St Water - Playground (\$1,345.40), L500 Wittenoom St - Big Bell Camp (\$703.80), Darlot St - Median Strip (\$43.66), L51 Marshall St - Standpipe (\$6,064.36), L500 Robinson St - Median Strip (\$5.46), L637 Wittenoom St - Reserve (\$2,663.50), Lot 592 Heydon Place (\$83.75), Lot 593 Heydon Place (\$92.75), 46 Dowley St (\$21.83), 14 Chesson - Staff House (\$261.47), 29 Allen Street - GROH House (\$44.95) and 28 Dowley Street - GROH House (\$44.95) | (24,518.43) | 1    | CSH  |
| 99  | EFT11033 | 23/06/2022 | RP Leisk Pty Ltd                      | Install toilets, basins, shower heads, etc., test and tag all Shire equipment at various Shire owned properties, test and tag at Community Resource Centre, fix gas leak at Staff House Rental - 6 Price Street (\$9,460.00), install septic tank and leach drain at Staff House - 19 Burt Place (\$7,150.00) and remove and install 125L Rheem hot water system at the Tourist Park (\$550.00)   | (17,160.00) | 1    | CSH  |
| 100 | EFT11034 | 23/06/2022 | Elizabeth Houghton                    | Elected member expense claim June 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 101 | EFT11035 | 23/06/2022 | Ian Dennis                            | Elected member expense claim June 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 102 | EFT11036 | 23/06/2022 | Julie Ann Humphreys                   | Elected member expense claim June 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 103 | EFT11037 | 23/06/2022 | LO-GO Appointments                    | Contracting services of Rates Officer for the week ending 11/06/2022 (\$114.61) and week ending 18/06/2022 (\$96.31)  | (210.92)    | 1    | CSH  |
| 104 | EFT11038 | 23/06/2022 | Leonie Fitzpatrick                    | Elected member expense claim June 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 105 | EFT11039 | 23/06/2022 | Murchison Club Hotel                  | Meals and drinks for 8 people following Ordinary Council Meeting on 21/06/2022 (\$413.00)   | (413.00)    | 1    | CSH  |
| 106 | EFT11040 | 23/06/2022 | Ronald Paul Clive Hogben              | Elected member expense claim June 2022 (\$528.00)   | (528.00)    | 1    | CSH  |
| 107 | EFT11041 | 23/06/2022 | Ross William Pigdon                   | Elected member expense claim June 2022 (\$1,688.00)   | (1,688.00)  | 1    | CSH  |
| 108 | EFT11042 | 23/06/2022 | Totally Workwear Geraldton            | Balance of invoice 000100310671 for 6 x protective clothing and 2 x lens cleaning wipes for Depot Staff (\$221.90)  | (221.90)    | 1    | CSH  |
| 109 | EFT11043 | 23/06/2022 | Trephleene Pty Ltd T/A Canine Control | Ranger services on 17/06/2022 (\$1,540.29)  | (1,540.29)  | 1    | CSH  |
| 110 | EFT11044 | 23/06/2022 | David Gray & Co Pty Ltd               | 20 x 240L Dark green rubbish bins with lids (\$1,416.80)  | (1,416.80)  | 1    | CSH  |
| 111 | EFT11045 | 23/06/2022 | Elite Electrical Contracting          | Test and reset RCD for electric BBQ at Brockman Park (\$547.25)   | (547.25)    | 1    | CSH  |
| 112 | EFT11046 | 23/06/2022 | Geraldton Fuel Company Pty Ltd        | 9,600L of Diesel for Depot @ \$2.1461 (\$20,602.56)   | (20,602.56) | 1    | CSH  |
| 113 | EFT11047 | 23/06/2022 | Great Northern Rural Services         | 20 x Nels solenoid valves for Park Maintenance (\$677.82)   | (677.82)    | 1    | CSH  |
| 114 | EFT11048 | 23/06/2022 | Greenfield Technical Services         | Road flood damage assessment and preparation of an EPAR funding submission for event in late April 2022 (\$16,768.62)   | (16,768.62) | 1    | CSH  |

**List of Accounts Paid as of June 2022**

| #              | Type     | Date       | Name   | Description   | Amount              | Bank | Type |
|----------------|----------|------------|--|---|---------------------|------|------|
| 115            | EFT11049 | 23/06/2022 | Hoppys Parts R Us                              | 25 x Parts for P59 - Bore Boss unit to repair hose and replace clamps (\$207.84)  | (207.84)            | 1    | CSH  |
| 116            | EFT11050 | 28/06/2022 | Betta Roads Pty Ltd                            | 24 x 2kg bottles of dustchek for coating of airstrip (\$15,048.00)  | (15,048.00)         | 1    | CSH  |
| 117            | EFT11051 | 28/06/2022 | Cue Community Resource Centre                  | Annual contribution to Cue tourist information centre's wages for 2021-22 CD09052021 (\$50,000.00)  | (50,000.00)         | 1    | CSH  |
| 118            | EFT11052 | 28/06/2022 | Five Star                                      | Konika Minolta C454E black / colour meter read June 2022 (\$619.60) and freight cost for toner cartridges (\$17.55)   | (637.15)            | 1    | CSH  |
| 119            | EFT11053 | 28/06/2022 | Glenn William Boyes                            | Staff reimbursement for flight from Canberra to Perth after ALGA Conference in June 2022 (\$450.56)   | (450.56)            | 1    | CSH  |
| 120            | EFT11054 | 28/06/2022 | Landgate                                       | Mining Tenements chargeable Schedule No. M2022/5 dated 08/04/2022 - 04/05/2022 (\$41.30)  | (41.30)             | 1    | CSH  |
| 121            | EFT11055 | 28/06/2022 | RepcO  | 2 x Repco 750A jumper leads for depot supplies (\$199.10)   | (199.10)            | 1    | CSH  |
| 122            | EFT11056 | 28/06/2022 | Sheralize Smit                                 | Staff reimbursement for fuel for P14 - Isuzu D-Max for freight run from Geraldton to Cue (\$89.40)  | (89.40)             | 1    | CSH  |
| 123            | EFT11057 | 28/06/2022 | WesTrac Pty Ltd                                | Diagnose and repair park brake to P46 - Caterpillar Wheel Loader (\$789.86), 12 x nuts and 12 x bolts for P46 - Caterpillar Wheel Loader (\$148.71), 2 x springs for P34 - Caterpillar Skid Steer Loader (\$135.22) and 2 x cutting edges for P46 - Caterpillar Wheel Loader (\$494.21) | (1,568.00)          | 1    | CSH  |
|                |          |            | <b>Total EFT's</b>                             |   | <b>(446,699.04)</b> |      |      |
| <b>BPAY</b>    |          |            |  |   |                     |      |      |
| 124            | BPAY     | 09/06/2022 | Australian Taxation Office                     | Fringe Benefits Tax 2021-2022 (\$4,137.45) and GST Adjustment on Housing (\$159,921.00)   | (164,058.45)        | 1    | CSH  |
| 125            | BPAY     | 08/06/2022 | Telstra Corporation Ltd                        | Mobile phone charges for the period 27/05/2022 - 26/06/2022 (\$342.85)  | (342.85)            | 1    | CSH  |
| 126            | BPAY     | 09/06/2022 | Horizon Power                                  | Electricity for 61 days from 02/04/2022 - 01/06/2022 and 31 days from 01/05/2022 - 31/05/2022 for Cue Street Lights (\$13,265.48)   | (13,265.48)         | 1    | CSH  |
| 127            | BPAY     | 23/06/2022 | Pivotel Satellite Pty Ltd                      | Satellite phone charges for May 2022 (\$66.00) and June 2022 (\$93.72)  | (159.72)            | 1    | CSH  |
| 128            | BPAY     | 27/06/2022 | Telstra Corporation Ltd                        | Phone charges for period 13/06/2022 - 12/07/2022 (\$3,166.39)   | (3,166.39)          | 1    | CSH  |
| 129            | BPAY     | 12/06/2022 | DHS Official Administered Receipts CSA Account | Payroll deductions  | (449.89)            | 1    | CSH  |
| 130            | BPAY     | 26/06/2022 | DHS Official Administered Receipts CSA Account | Payroll deductions  | (449.89)            | 1    | CSH  |
|                |          |            | <b>Total BPAY's</b>                            |   | <b>(181,892.67)</b> |      |      |
| <b>CHEQUES</b> |          |            |  |   |                     |      |      |
| 131            | CHEQUES  |            | No Cheques for the month                       |   | 0.00                |      |      |
|                |          |            | <b>Total Cheques</b>                           |   | <b>0.00</b>         |      |      |
| <b>PAYROLL</b> |          |            |  |   |                     |      |      |
| 132            | PAYROLL  | 12/06/2022 | Payroll Direct Debit of Net Pays               | Payroll Direct Debit of Net Pays  | (57,681.88)         |      |      |
| 133            | PAYROLL  | 16/06/2022 | Payroll Direct Debit of Net Pays               | Payroll Direct Debit of Net Pays  | (3,074.00)          |      |      |
| 134            | PAYROLL  | 26/06/2022 | Payroll Direct Debit of Net Pays               | Payroll Direct Debit of Net Pays  | (57,934.05)         |      |      |
|                |          |            | <b>Total Payroll</b>                           |   | <b>(118,689.93)</b> |      |      |

**List of Accounts Paid as of June 2022**

| # | Type | Date | Name | Description           | Amount              | Bank | Type |
|---|------|------|------|-----------------------|---------------------|------|------|
|   |      |      |      | <b>TOTAL PAYMENTS</b> | <b>(779,909.15)</b> |      |      |
|   |      |      |      | Total Credit Card     | (4,942.36)          |      |      |
|   |      |      |      | Total Direct Debits   | (27,685.15)         |      |      |
|   |      |      |      | Total EFTs            | (446,699.04)        |      |      |
|   |      |      |      | Total BPAY            | (181,892.67)        |      |      |
|   |      |      |      | Total Cheque          | 0.00                |      |      |
|   |      |      |      | Total Payroll         | (118,689.93)        |      |      |
|   |      |      |      | <b>TOTAL PAYMENTS</b> | <b>(779,909.15)</b> |      |      |

## 10.2 FINANCIAL STATEMENT

|                         |                                 |
|-------------------------|---------------------------------|
| APPLICANT:              | Shire of Cue                    |
| DISCLOSURE OF INTEREST: | Nil                             |
| AUTHOR:                 | Cheryl Walton – Manager Finance |
| DATE:                   | 14 July 2022                    |

### ***Matters for Consideration:***

The Statement of Financial Activity is for the period ending 30 June 2022 and includes the following reports:

- Graphical Representation – Source Statement of Financial Activity
- 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

See [Appendix 2](#).

### ***Background:***

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

### ***Comments:***

The Statements of Financial Activity is for the month of June 2022. This is not the finalised report for the financial year and will change as end of year processing continues. The final figures will be presented in the Annual Financial Report.

### ***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

Glenn Boyes – Deputy Chief Executive Officer

**Officer's Recommendation:**

**Voting Requirement:** Simple Majority

That Council receive the Financial Statement, prepared in accordance with the *Local Government (Financial Management) Regulations 1996*, for the period ending 30 June 2022, as presented at [Appendix 2](#).

|                          |  |
|--------------------------|--|
| <b>Council Decision:</b> | <b>Voting requirement:</b> Simple Majority |
| <b>MOVED:</b>            | <b>SECONDED:</b>                           |
| <b>CARRIED:</b>          |  |

# APPENDIX 2





**Shire of Cue**

73 Austin Street Cue WA 6640

PO Box 84 Cue WA 6640

(08) 9963 8600

[www.cue.wa.gov.au](http://www.cue.wa.gov.au)

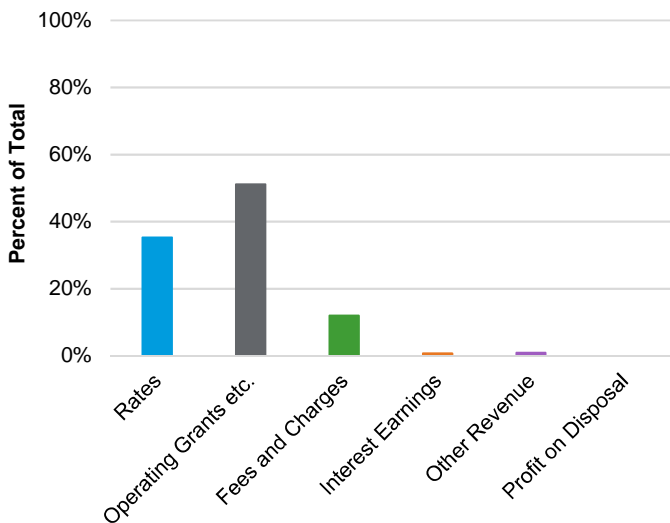
# **SHIRE OF CUE**

## **MONTHLY FINANCIAL REPORT**

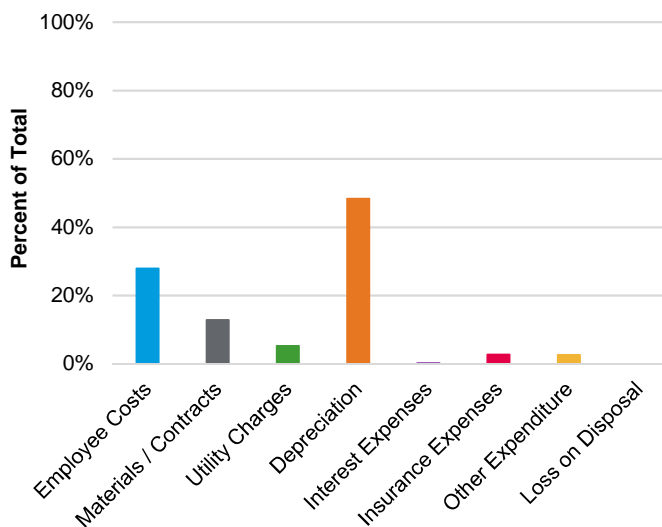
**For the Period Ending 30 June 2022**

**SHIRE OF CUE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 30 June 2022**  
**SUMMARY GRAPHS - OPERATING**

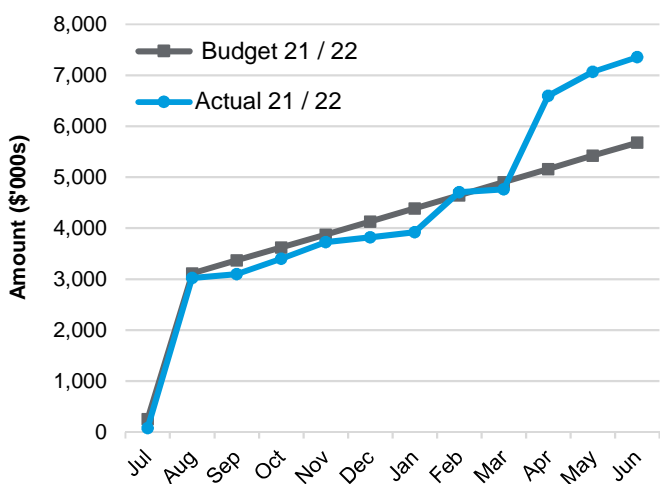
**Operating Revenue**



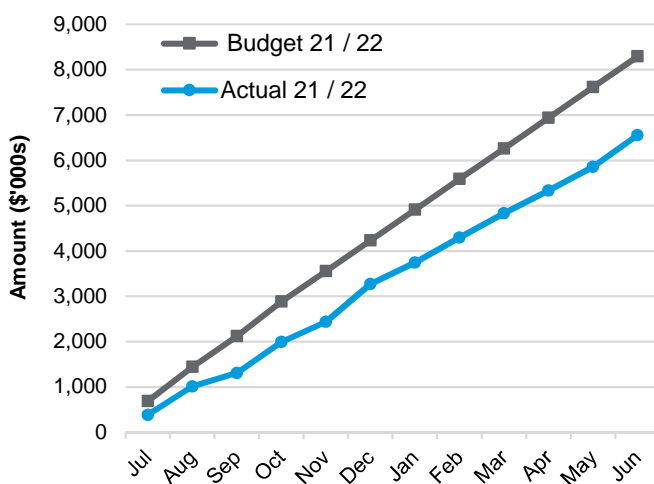
**Operating Expenditure**



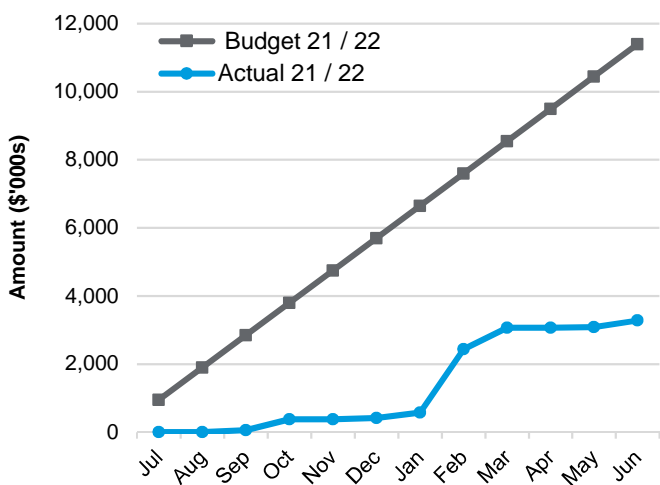
**Operating Revenue**



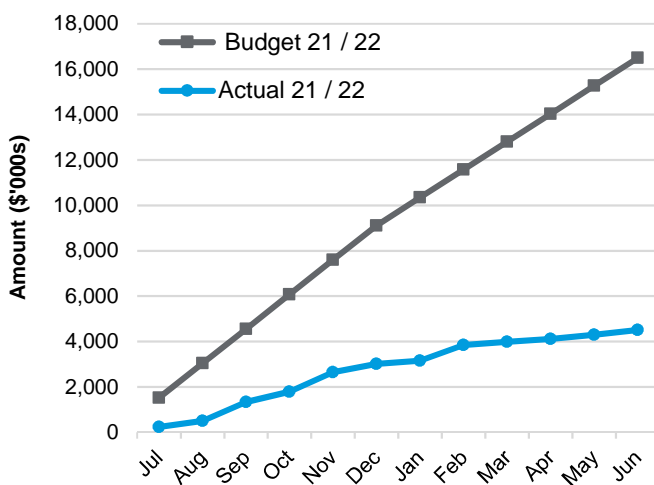
**Operating Expenses**



**Capital Revenue (inc. Flood Damage)**

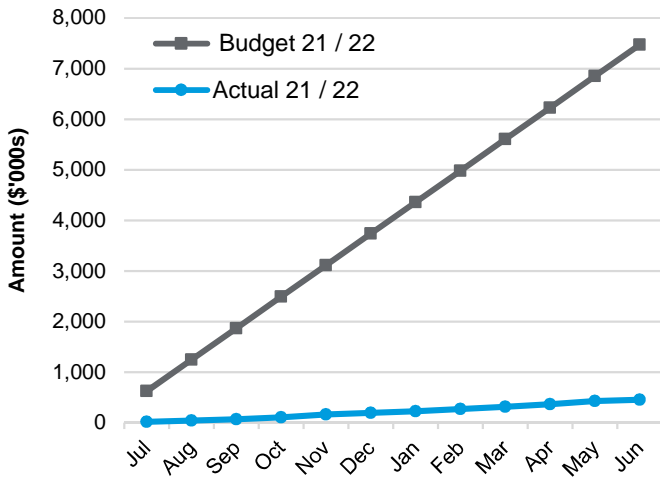


**Capital Expenses (inc. Flood Damage)**

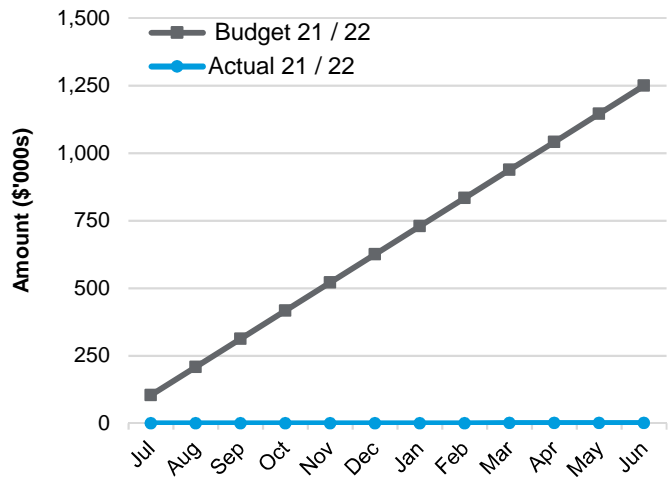


**SHIRE OF CUE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 30 June 2022**  
**SUMMARY GRAPHS - CAPITAL**

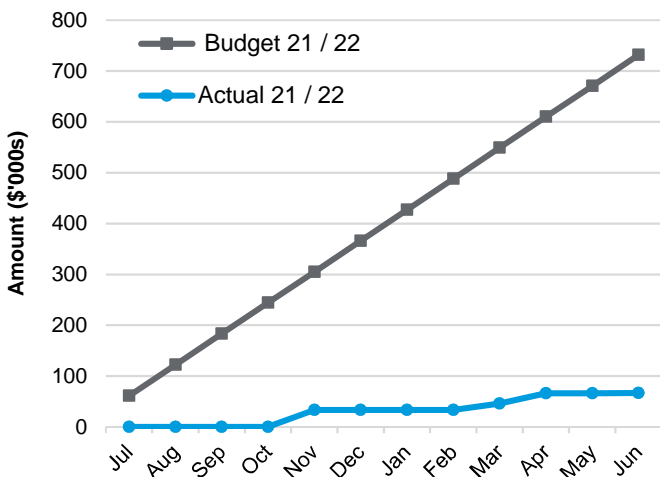
**Land and Buildings (exc. GROH Housing)**



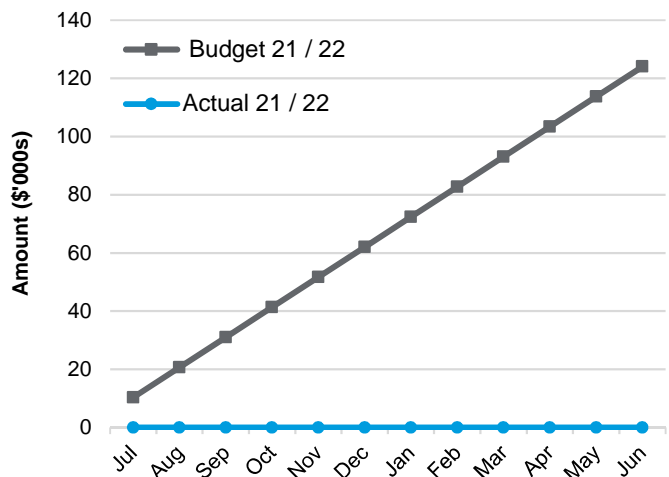
**Staff Housing**



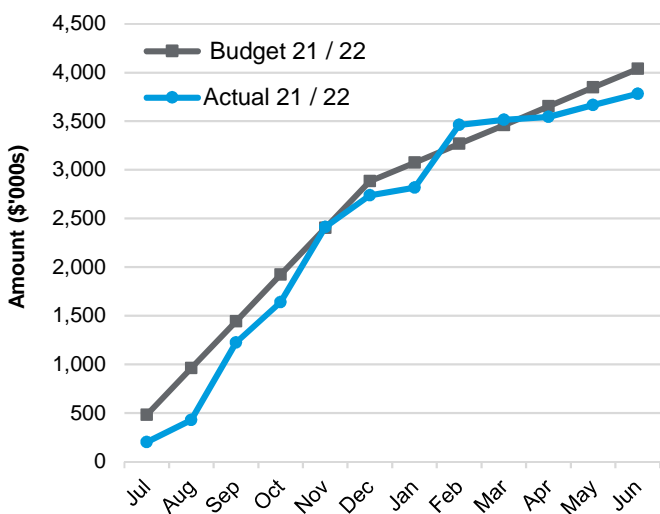
**Plant and Equipment**



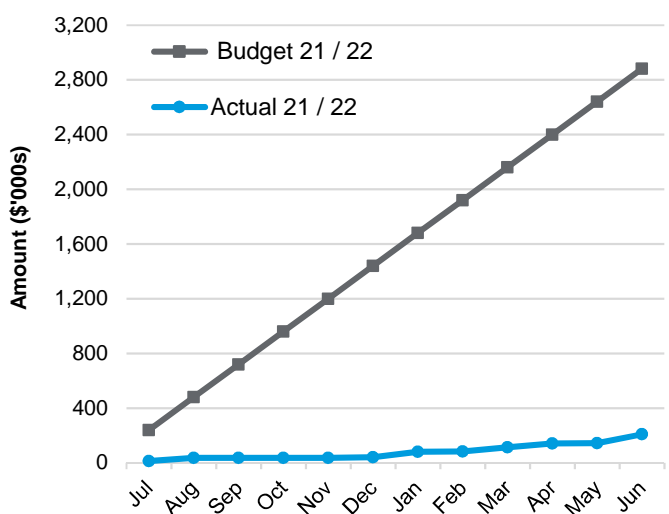
**Furniture and Equipment**



**Roads**



**Other Infrastructure**



**SHIRE OF CUE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**  
**NATURE OR TYPE**

|   | Note  | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | Var*<br>\$  | Var*<br>% |
|---|-------|------------------------|---------------------|---------------------|-------------|-----------|
| <b>Opening Funding Surplus / (Deficit)</b>    | 2     | 3,997,555              | 3,997,555           | 4,012,970           |             |           |
| <b>Revenue from Operating Activities</b>      |       |                        |                     |                     |             |           |
| Rates   | 9     | 2,498,645              | 2,498,645           | 2,598,879           | 100,234     | 4%        |
| Grants, Subsidies and Contributions           | 10(a) | 2,152,180              | 2,152,180           | 3,762,527           | 1,610,347   | 75%       |
| Fees and Charges                              |       | 856,260                | 856,260             | 878,605             | 22,345      | 3%        |
| Interest Earnings                             |       | 58,280                 | 58,280              | 51,826              | (6,454)     | (11%)     |
| Other Revenue                                 |       | 111,000                | 111,000             | 63,831              | (47,169)    | (42%)     |
| Profit on Disposal of Assets                  | 6     | 1,000                  | 1,000               | -                   | (1,000)     | (100%)    |
|   |       | <b>5,677,365</b>       | <b>5,677,365</b>    | <b>7,355,668</b>    |             |           |
| <b>Expenditure from Operating Activities</b>  |       |                        |                     |                     |             |           |
| Employee Costs                                |       | (2,306,210)            | (2,306,210)         | (1,829,430)         | 476,780     | 21%       |
| Materials and Contracts                       |       | (1,824,430)            | (1,824,430)         | (839,668)           | 984,762     | 54%       |
| Utility Charges                               |       | (435,800)              | (435,800)           | (346,061)           | 89,739      | 21%       |
| Depreciation on Non-current Assets            |       | (3,178,660)            | (3,178,660)         | (3,168,494)         | 10,166      | 0%        |
| Interest Expenses                             |       | (22,500)               | (22,500)            | (19,208)            | 3,292       | 15%       |
| Insurance Expenses                            |       | (180,000)              | (180,000)           | (179,801)           | 199         | 0%        |
| Other Expenditure                             |       | (305,700)              | (305,700)           | (172,584)           | 133,116     | 44%       |
| Loss on Disposal of Assets                    | 6     | (36,200)               | (36,200)            | -                   | 36,200      | 100%      |
|   |       | <b>(8,289,500)</b>     | <b>(8,289,500)</b>  | <b>(6,555,246)</b>  |             |           |
| <b>Excluded Non-cash Operating Activities</b> |       |                        |                     |                     |             |           |
| Depreciation and Amortisation                 |       | 3,178,660              | 3,178,660           | 3,168,494           |             |           |
| (Profit) / Loss on Asset Disposal             |       | 35,200                 | 35,200              | -                   |             |           |
| Movement in Deferred Pensioner Rates          |       | -                      | -                   | (902)               |             |           |
| Movement in Fair Value (LGHT)                 |       | -                      | -                   | (999)               |             |           |
|   |       | <b>601,725</b>         | <b>601,725</b>      | <b>3,967,015</b>    |             |           |
| <b>Net Amount from Operating Activities</b>   |       |                        |                     |                     |             |           |
| <b>Investing Activities</b>                   |       |                        |                     |                     |             |           |
| Grants, Subsidies and Contributions           | 10(b) | 11,400,410             | 11,400,410          | 3,281,183           | (8,119,227) | (71%)     |
| Proceeds from Disposal of Assets              |       | 90,000                 | 90,000              | -                   | (90,000)    | (100%)    |
| Land and Buildings                            | 8(a)  | (8,722,720)            | (8,722,720)         | (454,595)           | 8,268,125   | 95%       |
| Plant and Equipment                           | 8(b)  | (732,000)              | (732,000)           | (66,732)            | 665,268     | 91%       |
| Furniture and Equipment                       | 8(c)  | (124,100)              | (124,100)           | -                   | 124,100     | 100%      |
| Infrastructure Assets - Roads                 | 8(d)  | (4,038,150)            | (4,038,150)         | (3,782,712)         | 255,438     | 6%        |
| Infrastructure Assets - Other                 | 8(e)  | (2,881,210)            | (2,881,210)         | (208,914)           | 2,672,296   | 93%       |
|   |       | <b>(5,007,770)</b>     | <b>(5,007,770)</b>  | <b>(1,231,770)</b>  |             |           |
| <b>Net Amount from Investing Activities</b>   |       |                        |                     |                     |             |           |
| <b>Financing Activities</b>                   |       |                        |                     |                     |             |           |
| Transfer from Reserves                        | 4     | 1,184,070              | 1,184,070           | 149,999             | (1,034,071) | (87%)     |
| Repayment of Debentures                       | 7     | (92,800)               | (92,800)            | (92,806)            | (6)         | (0%)      |
| Transfer to Reserves                          | 4     | (682,780)              | (682,780)           | (672,326)           | 10,454      | 2%        |
|   |       | <b>408,490</b>         | <b>408,490</b>      | <b>(615,132)</b>    |             |           |
| <b>Net Amount from Financing Activities</b>   |       |                        |                     |                     |             |           |
| <b>Closing Funding Surplus / (Deficit)</b>    | 2     | -                      | -                   | <b>6,133,083</b>    |             |           |

\* - 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 30 June 2022**

**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 2021/22 year is \$25,000 or 10% whichever is the greater.

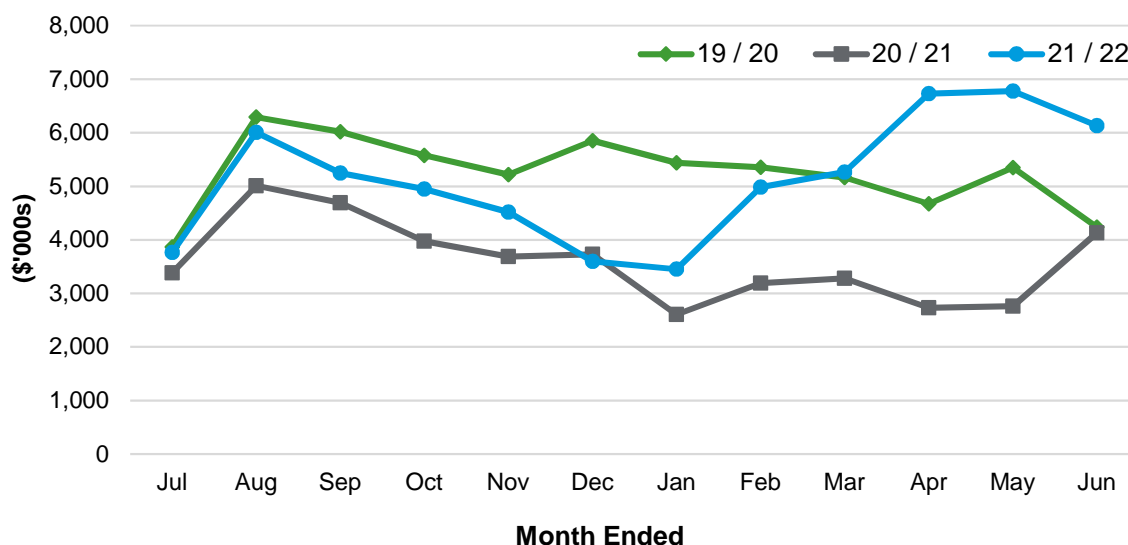
| <b>Reporting Program</b>            | <b>Var</b>  | <b>Var</b> | <b>Var</b> | <b>Timing /</b>  | <b>Explanation of Variance</b>   |
|-------------------------------------|-------------|------------|------------|------------------|--|
|                                     | <b>\$</b>   | <b>%</b>   |            | <b>Permanent</b> |  |
| <b>Operating Revenues</b>           |             |            |            |                  |  |
| Rates                               | 100,234     | 4%         | ▲          | Permanent        | Revenue higher than expected   |
| Grants, Subsidies and Contributions | 1,610,347   | 75%        | ▲          | Permanent        | Timing of grants   |
| Other Revenue                       | (47,169)    | (42%)      | ▼          | Permanent        | Debt collection and legal fees, commercial property reimbursements, insurance recoveries |
| <b>Operating Expense</b>            |             |            |            |                  |  |
| Employee Costs                      | 476,780     | 21%        | ▲          | Permanent        | Vacancies and staffing levels  |
| Materials and Contracts             | 984,762     | 54%        | ▲          | Permanent        | Expenditure less than budgeted   |
| Utility Charges                     | 89,739      | 21%        | ▲          | Permanent        | Expenditure less than budgeted   |
| Other Expenditure                   | 133,116     | 44%        | ▲          | Permanent        | Expenditure less than budgeted   |
| Loss on Disposal of Assets          | 36,200      | 100%       | ▲          | Permanent        | No disposals for the year  |
| <b>Capital Revenues</b>             |             |            |            |                  |  |
| Grants, Subsidies and Contributions | (8,119,227) | (71%)      | ▼          | Permanent        | Timing of grants and contributions, including flood damage reimbursements                |
| Proceeds from Disposal of Assets    | (90,000)    | (100%)     | ▼          | Permanent        | No disposals for the year  |
| <b>Capital Expenses</b>             |             |            |            |                  |  |
| Land and Buildings                  | 8,268,125   | 95%        | ▲          | Permanent        | See Note 8 (Timing of projects)  |
| Plant and Equipment                 | 665,268     | 91%        | ▲          | Permanent        | See Note 8 (Timing of replacements)  |
| Furniture and Equipment             | 124,100     | 100%       | ▲          | Permanent        | See note 8 (Timing of projects)  |
| Infrastructure - Roads              | 255,438     | 6%         | ▲          | Permanent        | See Note 8 (Timing of roads projects and flood damage works)                             |
| Infrastructure - Other              | 2,672,296   | 93%        | ▲          | Permanent        | See Note 8 (Timing of projects)  |
| <b>Financing</b>                    |             |            |            |                  |  |
| Transfer from Reserves              | (1,034,071) | (87%)      | ▼          | Permanent        | Transfers from Reserves less than expected   |

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**

**2. NET CURRENT FUNDING POSITION**

|                                  | Note | 30 Jun 22         | 30 Jun 21          |
|----------------------------------|------|-------------------|--------------------|
|                                  |      | \$                | \$                 |
| <b>Current Assets</b>            |      |                   |                    |
| Cash Unrestricted                | 3    | 5,623,453         | 3,723,083          |
| Cash Restricted                  | 3    | 6,976,452         | 6,806,944          |
| Receivables - Rates              | 5(a) | 232,013           | 291,361            |
| Receivables - Other              | 5(b) | 300,932           | 129,380            |
| ATO Receivable                   |      | -                 | 65,181             |
| Provision for Doubtful Debts     |      | (33,910)          | (33,910)           |
| Accrued Income / Prepayments     |      | 250,564           | 1,120,185          |
| Inventories                      |      | 43,665            | 43,665             |
| <b>Total Current Assets</b>      |      | <b>13,393,170</b> | <b>12,145,889</b>  |
| <b>Current Liabilities</b>       |      |                   |                    |
| Sundry Creditors                 |      | (57,601)          | (921,598)          |
| Rates Received in Advance        |      | (22,059)          | (3,330)            |
| Revenue Received in Advance      |      | (501,440)         | (888,993)          |
| ATO Payable                      |      | (45,097)          | -                  |
| Deposits and Bonds               |      | (24,004)          | (8,000)            |
| Loan Liability                   | 7    | (94,465)          | (92,806)           |
| Accrued Expenses                 |      | (11,759)          | (86,740)           |
| Accrued Salaries and Wages       |      | -                 | (33,877)           |
| <b>Total Payables</b>            |      | <b>(756,425)</b>  | <b>(2,035,343)</b> |
| Provisions                       |      | (169,179)         | (283,760)          |
| <b>Total Current Liabilities</b> |      | <b>(925,604)</b>  | <b>(2,319,103)</b> |
| Less: Cash Reserves              | 4    | (6,428,948)       | (5,906,621)        |
| Less: Loan Liability             | 7    | 94,465            | 92,806             |
| <b>Net Funding Position</b>      |      | <b>6,133,083</b>  | <b>4,012,970</b>   |

**Net Funding Position**



**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**

**3. CASH AND FINANCIAL ASSETS**

|                                      | Unrestricted     | Restricted       | Total<br>Amount   | Interest<br>Rate | Maturity<br>Date |
|--------------------------------------|------------------|------------------|-------------------|------------------|------------------|
|                                      | \$               | \$               | \$                | %                |                  |
| <b>(a) Cash and Cash Equivalents</b> |                  |                  |                   |                  |                  |
| Cash On Hand                         | 970              |                  | 970               | 0.00             | N/A              |
| Cheque Account                       | 288,884          |                  | 288,884           | 0.00             | N/A              |
| Online Saver Account                 | 3,367,895        |                  | 3,367,895         | 0.20             | N/A              |
| Cash Deposit                         | 511,601          |                  | 511,601           | 0.43             | 12 Jul 22        |
| Cash Deposit                         | 1,454,103        | 547,504          | 2,001,607         | 0.43             | 21 Jul 22        |
| Reserves Deposit                     |                  | 1,534,086        | 1,534,086         | 0.35             | 07 Sep 22        |
| Reserves Deposit                     |                  | 484,621          | 484,621           | 0.75             | 04 Dec 22        |
| Reserves Deposit                     |                  | 1,164,760        | 1,164,760         | 0.55             | 24 Oct 22        |
| Reserves Deposit                     |                  | 1,343,278        | 1,343,278         | 0.55             | 25 Jul 22        |
| Reserves Deposit                     |                  | 1,159,008        | 1,159,008         | 0.55             | 25 Aug 22        |
| Reserves Deposit                     |                  | 743,196          | 743,196           | 2.96             | 11 Dec 22        |
| <b>Total Cash / Financial Assets</b> | <b>5,623,453</b> | <b>6,976,452</b> | <b>12,599,905</b> |                  |                  |

**(b) Trust Fund**

| Description                 | Opening<br>Balance<br>01 Jul 21<br>\$ | Amount<br>Received<br>\$ | Amount<br>Paid<br>\$ | Closing<br>Balance<br>30 Jun 22<br>\$ |
|-----------------------------|---------------------------------------|--------------------------|----------------------|---------------------------------------|
| Cue LCDC                    | 2,080                                 | -                        | -                    | 2,080                                 |
| <b>Total Funds in Trust</b> | <b>2,080</b>                          | <b>-</b>                 | <b>-</b>             | <b>2,080</b>                          |

The current interest rate for this type of bank account is 0.00% when funds held are less than \$500,000

**4. CASH BACKED RESERVES**

**YTD Actual**

| Reserve Name                      | Balance<br>01 Jul 21<br>\$ | Transfers<br>from<br>\$ | Interest<br>Received<br>\$ | Transfer<br>to<br>\$ | Balance<br>30 Jun 22<br>\$ |
|-----------------------------------|----------------------------|-------------------------|----------------------------|----------------------|----------------------------|
| Long Service Leave                | 63,409                     | -                       | 405                        | -                    | 63,814                     |
| Building Maintenance              | 598,347                    | -                       | 3,819                      | -                    | 602,166                    |
| Plant Replacement                 | 517,888                    | -                       | 3,305                      | -                    | 521,193                    |
| Streetscape                       | 319,655                    | -                       | 2,041                      | -                    | 321,696                    |
| Sports Facilities                 | 123,079                    | -                       | 785                        | -                    | 123,864                    |
| Tourist Park Development          | 254,225                    | -                       | 1,622                      | -                    | 255,847                    |
| Water Playground                  | 61,147                     | -                       | 390                        | -                    | 61,537                     |
| Beringarra Road                   | 2,530,506                  | (149,999)               | 16,157                     | -                    | 2,396,664                  |
| Tourism                           | 124,168                    | -                       | 793                        | -                    | 124,961                    |
| Housing / Land Development        | 218,246                    | -                       | 1,394                      | -                    | 219,640                    |
| Heritage                          | 631,446                    | -                       | 4,030                      | -                    | 635,476                    |
| Road Maintenance                  | 234,661                    | -                       | 1,498                      | 634,620              | 870,779                    |
| Infrastructure                    | 229,844                    | -                       | 1,467                      | -                    | 231,311                    |
| <b>Total Cash Backed Reserves</b> | <b>5,906,621</b>           | <b>(149,999)</b>        | <b>37,706</b>              | <b>634,620</b>       | <b>6,428,948</b>           |

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**

**5. RECEIVABLES**

**(a) Rates Receivable**

|   | <b>30 Jun 22</b> |
|---|------------------|
|   | <b>\$</b>        |
| Current                                   | 76,914           |
| Previous Year                             | 29,442           |
| Second Previous Year                      | 36,095           |
| Third Previous Year or Greater            | 89,563           |
| <b>Total Rates Receivable Outstanding</b> | <b>232,013</b>   |

**(b) General Receivables\***

|  | <b>30 Jun 22</b> |
|--|------------------|
|  | <b>\$</b>        |
| Current                                      | 254,832          |
| 30 Days                                      | 4,773            |
| 60 Days                                      | 373              |
| 90+ Days                                     | 40,954           |
| <b>Total General Receivables Outstanding</b> | <b>300,932</b>   |

\* - Amounts may include GST

**6. DISPOSAL OF ASSETS**

|                                       | <b>Annual<br/>Budget<br/>Profit / (Loss)</b> | <b>YTD<br/>Proceeds<br/>on Disposal</b> | <b>YTD<br/>Actual<br/>Profit / (Loss)</b> |
|---------------------------------------|--|---|---|
|                                       | <b>\$</b>                                    | <b>\$</b>                               | <b>\$</b>                                 |
| <b>Plant and Equipment</b>            |  |   |   |
| Caterpillar 226B3SC Skid Steer Loader | (2,900)                                      | -                                       | -   |
| Mack Trident Prime Mover CD 775       | (30,600)                                     | -                                       | -   |
| CAT 301.7D Mini Excavator             | (2,700)                                      | -                                       | -   |
| Town Crew Supervisor Ute              | 1,000  | -                                       | -   |
| <b>Total Profit or (Loss)</b>         | <b>(35,200)</b>                              | <b>-</b>                                | <b>-</b>                                  |

**7. INFORMATION ON BORROWINGS**

|                         | <b>Annual<br/>Budget</b> | <b>YTD<br/>Budget</b> | <b>YTD<br/>Actual</b> |
|-------------------------|--------------------------|-----------------------|-----------------------|
|                         | <b>\$</b>                | <b>\$</b>             | <b>\$</b>             |
| <b>GROH Housing</b>     |                          |                       |                       |
| Principal Repayments    | 92,800                   | 92,800                | 92,806                |
| Interest and Fees       | 22,500                   | 22,500                | 19,208                |
| <b>Total Repayments</b> | <b>115,300</b>           | <b>115,300</b>        | <b>112,013</b>        |

**Principal Outstanding**

|  |                |                |                |
|--|----------------|----------------|----------------|
| Principal Outstanding 01 Jul               | 843,839        | 843,839        | 843,839        |
| Principal Repayments                       | (92,800)       | (92,800)       | (92,806)       |
| <b>Principal Outstanding Current Month</b> | <b>751,039</b> | <b>751,039</b> | <b>751,033</b> |



## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2022

## 8. CAPITAL ACQUISITIONS

## (a) Land and Buildings

|                                       | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | YTD<br>Variance<br>\$ |
|---------------------------------------|------------------------|---------------------|---------------------|-----------------------|
| Staff Unit Housing Development        | 1,250,000              | 1,250,000           | 335                 | 1,249,665             |
| Pensioner Housing Development         | 3,889,220              | 3,889,220           | -                   | 3,889,220             |
| GROH Housing                          | 45,000                 | 45,000              | 42,506              | 2,494                 |
| Staff Housing                         | 430,000                | 430,000             | 10,236              | 419,764               |
| Great Fingal Mine Office              | 2,000,000              | 2,000,000           | -                   | 2,000,000             |
| Old Railway Building and Youth Centre | 250,000                | 250,000             | 153,706             | 96,294                |
| Town Hall Upgrades                    | 50,000                 | 50,000              | -                   | 50,000                |
| Heritage Building Renovations         | 230,000                | 230,000             | 37,654              | 192,346               |
| Bowling Green Upgrade                 | 10,000                 | 10,000              | -                   | 10,000                |
| Works Depot Improvements              | 50,000                 | 50,000              | 21,186              | 28,814                |
| Tourist Park House and Office         | 80,000                 | 80,000              | 87,513              | (7,513)               |
| Old Gaol Restoration                  | 80,000                 | 80,000              | 59,599              | 20,401                |
| Heydon Place Industrial Development   | 250,000                | 250,000             | 36,539              | 213,461               |
| Old Municipal Building Improvements   | 60,000                 | 60,000              | -                   | 60,000                |
| Pension Hut Renovation                | 10,500                 | 10,500              | -                   | 10,500                |
| Administration Building Improvements  | 35,000                 | 35,000              | -                   | 35,000                |
| Airport Terminal                      | -                      | -                   | 3,230               | (3,230)               |
| Heritage Discovery Centre             | 3,000                  | 3,000               | 2,090               | 910                   |
| <b>Total Land and Buildings</b>       | <b>8,722,720</b>       | <b>8,722,720</b>    | <b>454,595</b>      | <b>8,268,125</b>      |

## (b) Plant and Equipment

|                                  | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | YTD<br>Variance<br>\$ |
|----------------------------------|------------------------|---------------------|---------------------|-----------------------|
| Prime Mover                      | 300,000                | 300,000             | -                   | 300,000               |
| Mini Excavator                   | 70,000                 | 70,000              | -                   | 70,000                |
| Caterpillar Skid Steer Loader    | 100,000                | 100,000             | -                   | 100,000               |
| 4 x 4 Dual Cab 3 Tonne Truck     | 100,000                | 100,000             | -                   | 100,000               |
| Town Crew Tipping Tray Ute       | 45,000                 | 45,000              | -                   | 45,000                |
| Cleaners Van                     | 35,000                 | 35,000              | 33,149              | 1,851                 |
| Road Maintenance Equipment       | 20,000                 | 20,000              | 15,646              | 4,354                 |
| Mobile Refridgerated Cool Room   | 20,000                 | 20,000              | -                   | 20,000                |
| Mobile BBQ and Lighting Tower    | 20,000                 | 20,000              | -                   | 20,000                |
| Town Maintenance Equipment       | 12,000                 | 12,000              | -                   | 12,000                |
| Workshop Equipment               | 10,000                 | 10,000              | 5,435               | 4,565                 |
| Cat 950G Loader                  | -                      | -                   | 12,502              | (12,502)              |
| <b>Total Plant and Equipment</b> | <b>732,000</b>         | <b>732,000</b>      | <b>66,732</b>       | <b>665,268</b>        |

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**

**8. CAPITAL ACQUISITIONS (Continued)**

**(c) Furniture and Equipment**

|                                      | <b>Annual<br/>Budget<br/>\$</b> | <b>YTD<br/>Budget<br/>\$</b> | <b>YTD<br/>Actual<br/>\$</b> | <b>YTD<br/>Variance<br/>\$</b> |
|--------------------------------------|---------------------------------|------------------------------|------------------------------|--------------------------------|
| Council                              | 10,000                          | 10,000                       | -                            | 10,000                         |
| Staff Housing                        | 15,000                          | 15,000                       | -                            | 15,000                         |
| Pension Hut                          | 10,000                          | 10,000                       | -                            | 10,000                         |
| Administration                       | 89,100                          | 89,100                       | -                            | 89,100                         |
| <b>Total Furniture and Equipment</b> | <b>124,100</b>                  | <b>124,100</b>               | <b>-</b>                     | <b>124,100</b>                 |

## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2022

## 8. CAPITAL ACQUISITIONS (Continued)

## (d) Infrastructure - Roads

|                                      | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | YTD<br>Variance<br>\$ |
|--------------------------------------|------------------------|---------------------|---------------------|-----------------------|
| Flood Damage Reimbursement (AGRN888) | 1,726,170              | 1,726,170           | 1,714,712           | 11,458                |
| Road Train Assembly Area             | 252,600                | 252,600             | 76,174              | 176,426               |
| Roads to Recovery                    | 351,880                | 351,880             | 407,919             | (56,039)              |
| Construction - Muni Funds Roads      | 440,000                | 440,000             | 372,008             | 67,992                |
| Road Sealing Works                   | 743,000                | 743,000             | 611,481             | 131,519               |
| Regional Roads Group                 | 274,500                | 274,500             | 449,763             | (175,263)             |
| Cue-Beringarra Road                  | 150,000                | 150,000             | 150,655             | (655)                 |
| Grid Widening Program                | 100,000                | 100,000             | -                   | 100,000               |
| <b>Total Infrastructure - Roads</b>  | <b>4,038,150</b>       | <b>4,038,150</b>    | <b>3,782,712</b>    | <b>255,438</b>        |

## (e) Other Infrastructure

|                                       | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | YTD<br>Variance<br>\$ |
|---------------------------------------|------------------------|---------------------|---------------------|-----------------------|
| Waste Site - Fencing and Improvements | 325,000                | 325,000             | 89,657              | 235,343               |
| Deep Sewerage                         | 240,000                | 240,000             | -                   | 240,000               |
| Cemetery Niche Wall                   | 35,000                 | 35,000              | -                   | 35,000                |
| Playground Equipment                  | 220,000                | 220,000             | 83                  | 219,917               |
| Sporting Facilities                   | 100,000                | 100,000             | 68,558              | 31,442                |
| Oval Infrastructure                   | 50,000                 | 50,000              | -                   | 50,000                |
| Walk and Cycle Trails                 | 27,610                 | 27,610              | 10,496              | 17,114                |
| Airport Runway Resealing              | 1,200,000              | 1,200,000           | 700                 | 1,199,300             |
| Artificial Lawn and Retic             | 45,000                 | 45,000              | -                   | 45,000                |
| Museum Project                        | 80,000                 | 80,000              | 1,032               | 78,968                |
| Streetscape                           | 75,000                 | 75,000              | -                   | 75,000                |
| Tourist Park Improvements             | 40,000                 | 40,000              | 10,861              | 29,139                |
| CCTV                                  | 50,000                 | 50,000              | 159                 | 49,841                |
| RV Site                               | 30,000                 | 30,000              | -                   | 30,000                |
| Oasis Visitor Parking Project         | 23,000                 | 23,000              | -                   | 23,000                |
| Standpipe Automation                  | 60,000                 | 60,000              | 27,368              | 32,632                |
| LRCIP Funded Projects                 | 280,600                | 280,600             | -                   | 280,600               |
| <b>Total Infrastructure - Other</b>   | <b>2,881,210</b>       | <b>2,881,210</b>    | <b>208,914</b>      | <b>2,672,296</b>      |

## Total Capital Expenditure

|                   |                   |                  |                   |
|-------------------|-------------------|------------------|-------------------|
| <b>16,498,180</b> | <b>16,498,180</b> | <b>4,512,953</b> | <b>11,985,227</b> |
|-------------------|-------------------|------------------|-------------------|

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2022**

**9. RATING INFORMATION**

|  | <b>Rateable Value</b> | <b>Rate in</b> | <b>Number of Properties</b> | <b>Annual Budget Revenue</b> | <b>YTD Actual Revenue</b> |
|--|-----------------------|----------------|-----------------------------|------------------------------|---------------------------|
|  | <b>\$</b>             | <b>\$</b>      | <b>#</b>                    | <b>\$</b>                    | <b>\$</b>                 |
| <b>General Rates</b>                   |                       |                |                             |                              |                           |
| GRV Residential                        | 561,648               | 0.109067       | 93                          | 61,257                       | 61,257                    |
| GRV Commercial                         | 304,708               | 0.109067       | 6                           | 33,233                       | 33,234                    |
| GRV Vacant Land                        | -                     | 0.109067       | 0                           | -                            | -                         |
| GRV M & T Workforce                    | 246,750               | 0.300000       | 2                           | 74,025                       | 74,025                    |
| UV Mining                              | 7,666,802             | 0.290984       | 355                         | 2,230,917                    | 2,240,510                 |
| UV Pastoral                            | 563,097               | 0.078631       | 14                          | 44,277                       | 42,270                    |
| <b>Total General Rates</b>             |                       |                |                             | <b>2,443,709</b>             | <b>2,451,296</b>          |
| <b>Minimum Rates</b>                   |                       |                |                             |                              |                           |
| GRV Residential                        | 105,449               | 463.00         | 47                          | 21,761                       | 21,761                    |
| GRV Commercial                         | -                     | 463.00         | 0                           | -                            | -                         |
| GRV Vacant Land                        | 5,888                 | 463.00         | 37                          | 17,131                       | 16,668                    |
| GRV M & T Workforce                    | -                     | 463.00         | 0                           | -                            | -                         |
| UV Mining                              | 103,631               | 463.00         | 130                         | 60,190                       | 60,653                    |
| UV Pastoral                            | 12,295                | 463.00         | 4                           | 1,852                        | 2,315                     |
| <b>Total Minimum Rates</b>             |                       |                |                             | <b>100,934</b>               | <b>101,397</b>            |
| <b>Total General and Minimum Rates</b> |                       |                |                             | <b>2,544,643</b>             | <b>2,552,693</b>          |
| <b>Other Rate Revenue</b>              |                       |                |                             |                              |                           |
| Rates Written-off                      |                       |                |                             | (43,643)                     | (1,332)                   |
| Discounts / Concessions                |                       |                |                             | (6,355)                      | (1,407)                   |
| Incentive Prize                        |                       |                |                             | (1,000)                      | (1,000)                   |
| Interim and Back Rates                 |                       |                |                             | 5,000                        | 49,925                    |
| <b>Total Funds Raised from Rates</b>   |                       |                |                             | <b>2,498,645</b>             | <b>2,598,879</b>          |

## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2022

## 10. GRANTS, SUBSIDIES AND CONTRIBUTIONS

## (a) Operating Grants, Subsidies and Contributions

|  | Grant Provider | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ |
|--|----------------|------------------------|---------------------|---------------------|
| General Commission Grants                        | WA Government  | 801,259                | 801,259             | 2,044,594           |
| Roads Commission Grants                          | WA Government  | 192,687                | 192,687             | 536,517             |
| ESL Grant  | FESA           | 7,500                  | 7,500               | 6,669               |
| Youth Program Grant                              |                | 650                    | 650                 | 650                 |
| Library Grant                                    |                | -                      | -                   | 2,505               |
| Donations Received                               |                | 800                    | 800                 | -                   |
| Australia Day Grant                              |                | 30,000                 | 30,000              | 22,166              |
| MRWA RRG Direct Grant                            | MRWA           | 130,284                | 130,284             | 130,284             |
| Road Use Agreements                              |                | 900,000                | 900,000             | 984,458             |
| Road Maintenance                                 |                | 5,000                  | 5,000               | 5,337               |
| Adam Brand Concert*                              |                | -                      | -                   | (6,503)             |
| Diesel Fuel Rebate                               |                | 40,000                 | 40,000              | 34,935              |
| Sundry Income Admin                              |                | 44,000                 | 44,000              | 916                 |
| <b>Total Grants, Subsidies and Contributions</b> |                | <b>2,152,180</b>       | <b>2,152,180</b>    | <b>3,762,527</b>    |

\* - Adjustment required to accrued income recognised in 20/21

## (b) Non-operating Grants, Subsidies and Contributions

|  | Grant Provider        | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ |
|--|-----------------------|------------------------|---------------------|---------------------|
| Local Roads / Community Infrastructure           | Federal               | 1,239,135              | 1,239,135           | -                   |
| Pensioner Housing Development                    | WA Government         | 3,889,220              | 3,889,220           | -                   |
| Deep Sewerage                                    | Royalties for Regions | 240,000                | 240,000             | -                   |
| Waste Site Development                           |                       | 100,000                | 100,000             | -                   |
| Great Fingall Mine Development                   | WA Government         | 1,500,000              | 1,500,000           | -                   |
| Great Fingall Mine Development                   | Contribution          | 250,000                | 250,000             | -                   |
| Railway Building                                 | WA Government         | 330,000                | 330,000             | 350,000             |
| Playground                                       | WA Government         | 110,000                | 110,000             | -                   |
| Flood Damage Reimbursement (AGRN888)             | DFES                  | 1,572,170              | 1,572,170           | 1,557,944           |
| Airport Grants and Contributions                 | RADS                  | 400,000                | 400,000             | -                   |
| Airport Grants and Contributions                 | Contribution          | 400,000                | 400,000             | -                   |
| Roads to Recovery                                | Federal               | 351,885                | 351,885             | 353,424             |
| Road Sealing Works Contribution                  | Contribution          | 743,000                | 743,000             | 758,315             |
| RRG - RRG Road Project Grant                     | RRG                   | 140,000                | 140,000             | 140,000             |
| Heydon Place Industrial Development              |                       | 135,000                | 135,000             | 121,500             |
| <b>Total Grants, Subsidies and Contributions</b> |                       | <b>11,400,410</b>      | <b>11,400,410</b>   | <b>3,281,183</b>    |

### 10.3 REVIEW OF DELEGATIONS

APPLICANT: Shire of Cue  
 DISCLOSURE OF INTEREST: Nil  
 AUTHOR: Richard Towell – Chief Executive Officer  
 DATE: 12/07/2022

**Matters for Consideration:**

Endorsement of the Register of Delegations.

**Background:**

Council is required to review its Delegations to the Chief Executive Officer at least once in every financial year.

The register of Delegations to the Chief Executive Officer was adopted on 19 May 2015 and last reviewed on 20 July 2021.

**Comments:**

A copy of the current register of Delegations is attached at [Appendix 3](#). No amendments are proposed

**Statutory Environment:**

**LOCAL GOVERNMENT ACT 1995 - SECT 5.42**

5.42 . *Delegation of some powers and duties to CEO*

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
  - (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

**LOCAL GOVERNMENT ACT 1995 - SECT 5.46**

5.46 . *Register of, and records relevant to, delegations to CEO and employees*

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*

- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*

***Policy Implications:***

Nil

***Financial Implications:***

Nil

***Strategic Implications:***

Nil

***Consultation:***

Nil

***Officer's Recommendation:***

**Voting Requirement:** Absolute Majority

That Council endorse the Register of Delegations to the Chief Executive Officer identified in the annual review, as presented at [Appendix 3](#).

***Council Decision:***

**Voting requirement:** Absolute Majority

**MOVED:**

**SECONDED:**

**CARRIED:**

# APPENDIX 3





# **Shire of Cue**

## **Delegated Authority Register**

**2022 – 2023**

**Date last reviewed by Council: 20 July 2021**

**Richard Towell**  
**Chief Executive Officer**

**Cr Ross Pigdon**  
**Shire President**

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## **REGISTER OF DELEGATIONS**

The *Local Government Act 1995* (the Act) was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim was to enable local governments to provide good, open and accountable government to its people.

One of the changes was the degree of delegated authority available to be passed onto the Chief Executive Officer or a committee in order to manage the day-to-day operations of the Shire.

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by an absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government,
- Accepting a tender that exceeds an amount set by the local government,
- Appointing an auditor,
- Acquiring or disposing of property valued at an amount higher than that determined by the local government,
- Any of the local government's powers under section 5.98, 5.99 and 5.100 of the Act,
- Borrowing money on behalf of the local government,
- Hearing or determining an objection of a kind referred to in section 9.5,
- Any power or duty that requires the approval of the Minister or the Governor, or
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his/her powers to another employee – this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he/she desires.

A register of delegations (being this document) relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that he/she has been delegated, the Act requires him/her to keep necessary records of the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

- The person or classes of person, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

The aim of this register of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus.

### **Transfer of Authority Due to Absence**

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

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### 1. Appointment of Acting CEO

|                                 |  |
|---------------------------------|--|
| <b>Function to be performed</b> | The Chief Executive Officer to appoint an Acting Chief Executive Officer   |
| <b>Delegated by:</b>            | The Shire of Cue Council   |
| <b>Delegated to:</b>            | Chief Executive Officer  |
| <b>Sub-delegation to:</b>       | Nil  |
| <b>Delegation</b>               | That CEO appoint an Acting Chief Executive Officer   |
| <b>Conditions</b>               | Subject to: <ul style="list-style-type: none"> <li>• Appointments being no longer than 35 working days;</li> <li>• Council Members to be advised of acting Chief Executive Officer; and</li> <li>• The CEO must be satisfied that the person appointed as Acting CEO is suitably qualified for the position (refer to section 5.36(2)(a) of the <i>Local Government Act</i>).</li> </ul> |
| <b>Statutory reference</b>      | <i>Local Government Act 1995</i> ; Section 5.36 and section 5.41(g)  |

### 2. Deleted 21/3/2017 (Acknowledge the receipt of Primary and Annual Returns)

### 3. Payments from the Municipal Fund and Trust Fund

|                                 |   |
|---------------------------------|---|
| <b>Function to be performed</b> | Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council. |
| <b>Delegated by:</b>            | The Shire of Cue Council  |
| <b>Delegated to:</b>            | Chief Executive Officer   |
| <b>Sub-delegation to:</b>       | Nil   |
| <b>Delegation:</b>              | The Chief Executive Officer is delegated the power to make payments from the municipal fund or the trust fund, pursuant to the <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 12(1).  |
| <b>Conditions</b>               | Subject to the requirements of the <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 13.   |
| <b>Statutory reference</b>      | <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 12(1)(a).  |

#### 4. Appointment of Contractors & Consultants

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | The Chief Executive Officer to appoint consultants and Contractors to enable the proper administration of the Shire's business and operations.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to appoint consultants and contractors, including but not limited to architects, auctioneers, engineers, planners, quantity surveyors, solicitors, surveyors, valuers, selling and leasing agents, to enable the proper administration of the Shire's business and operations. |
| <b>Conditions:</b>               | Subject to: <ul style="list-style-type: none"> <li>• funding being available in the Budget;</li> <li>• The value of the contract shall not exceed \$250,000.</li> <li>• Quotations to be obtained, in accordance with Council Purchasing Policy.</li> </ul>   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Sections 3.1, 3.18, 5.41(d) and 6.8.</i>  |

#### 5. Obtaining Legal Advice

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may at times require legal advice or assistance.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to obtain legal advice and assistance to enable the proper administration of the Shire's business and operations and to provide advice to the Council, as required. |
| <b>Conditions:</b>               | Subject to Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 5.41(a), (b) and (d).</i>  |



## 6. Preparation of the Annual Report

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government is to prepare an Annual Report for each financial year.                              |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to prepare an annual report for each financial year. |
| <b>Conditions:</b>               | The Annual Report is to be submitted to the Council for adoption.                                       |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 5.53.</i>   |

## 7. Making Payments to Employees in Addition to Contract or Award

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can approve of payments to employees in addition to their contract or Award.                                      |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to approve of making payment to employees in addition to their contract or Award. |
| <b>Conditions:</b>               | Subject to: <ol style="list-style-type: none"> <li>1. Council Policy</li> <li>2. Budget allocation.</li> </ol>                       |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Sections 5.42 and 5.50.</i>  |

## 8. Write Off of Monies Owing

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to waive, grant concessions or write off any amount of money owed to the Shire, pursuant to the <i>Local Government Act 1995</i> , Section 6.12(1).  |
| <b>Conditions:</b>               | Subject to:<br>Rates assessment small balances not exceeding \$20;<br>The debt not exceeding \$1000 (Not rates or service charges);<br>The Chief Executive Officer to be a joint signatory with the Finance Officer to approve any monies to be written off or waived.<br>The full details of the waiver, concession or write off to be recorded on the appropriate financial record. |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.12(1).   |

## 9. Amending the Rate Record

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Finance Officer  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine whether to amend the rate record for the preceding five years, pursuant to the <i>Local Government Act 1995</i> , Section 6.39.  |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.39(2).  |

## 10. Agreement as to Payment of Rates and Service Charges

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, pursuant to the <i>Local Government Act 1995</i> , Section 6.49.  |
| <b>Conditions:</b>               | Subject to: <ul style="list-style-type: none"> <li>the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.</li> <li>Council Policy</li> <li>The full details of the determination to be recorded in the appropriate rate record.</li> </ul> |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.49.  |

## 11. Rates or Service Charges Recoverable in Court

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine that court action will be taken, pursuant to the <i>Local Government Act 1995</i> , Section 6.56(1).  |
| <b>Conditions:</b>               | Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.56(1).   |

## 12. Require Lessee to Pay Rent in Satisfaction of Rates or Service Charge

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine that notice be given to the lessee requiring payment of the rates or service charges, pursuant to the <i>Local Government Act 1995</i> , Sections 6.60(2) and (3).                                  |
| <b>Conditions:</b>               | Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.60(2).   |

## 13. Recover Amount of Rates or Service Charge from Lessee as Debt

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to recover the amount of rate or service charge as a debt from the lessee if rent is not paid, pursuant to the <i>Local Government Act 1995</i> , Section 6.60(4). |
| <b>Conditions:</b>               | Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.60(4).   |

#### 14. Recovery of Debts (other than Rates or Service Charges)

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to take action to recover any outstanding debts pursuant to the <i>Local Government Act 1995</i> , Section 6.10.   |
| <b>Conditions:</b>               | Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.10; and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 5.  |

#### 15. Signing of Requisitions and Purchase Orders

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A Local Government can sign Requisitions and Purchase Orders.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Various staff members as recorded in the Sub-Delegations Register   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to sign Requisitions and Purchase Orders.  |
| <b>Conditions:</b>               | Limit as per Signing Authority determined by the CEO. In accordance with Council " <i>Purchasing</i> " Policy                       |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.1; and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 5. |

## 16. Issue of Petty Cash Advances

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can issue Petty Cash Advances.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the authority to issue Petty Cash Advances.   |
| <b>Conditions:</b>               | The acquittal of petty cash advances expended is to be supported by sufficient receipts/ information/documentation to prove the expenditure. |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1; and Local Government (Financial Management) Regulations 1996, Regulations 5 and 11.</i>           |

## 17. Submission of Grants and Subsidy Applications

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government can submit grant and subsidy applications.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Council's Grant Officer – at the request of the CEO<br>Council's Engineers – at the request of the CEO<br>Council's Accountants – at the request of the CEO<br>Staff as directed by the CEO |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the authority to submit grant and subsidy applications.  |
| <b>Conditions:</b>               | That sufficient financial resources have been budgeted when the grant requires a co-contribution or there is provision in a reserve account.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1; and Local Government (Financial Management) Regulations 1996, Regulation 5.</i>  |

## 18. Negotiating Terms and Conditions for Leases and Properties

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government can negotiate Terms and Conditions for Leases and Properties.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the authority to negotiate Terms, Conditions and Assignment of Rent for Leases and Properties. |
| <b>Conditions:</b>               | Finalised Terms and Conditions to be Approved by the Council as soon as practicable.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1.</i>  |

## 19. Representing Local Government in Court

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government shall, in writing, appoint persons to represent the local government in court.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to appoint a person to represent the local government in court proceedings either generally or in a particular case. |
| <b>Conditions:</b>               | The authorisation is to be recorded on the person's personnel file.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 9.29 (2).</i>   |

**20. Deleted 21/3/2017 (Certifying Documents)****21. Dog Act 1976**

|                                 |   |
|---------------------------------|---|
| <b>Function to be performed</b> | A Local Government may delegate to its Chief Executive Officer any power or duty of the Local Government under another provision of the <i>Dog Act 1976</i>   |
| <b>Delegated by:</b>            | The Shire of Cue Council  |
| <b>Delegated to:</b>            | Chief Executive Officer   |
| <b>Sub-delegation to:</b>       | Nil   |
| <b>Delegation:</b>              | That the Chief Executive Officer be delegated any power or duty under the <i>Dog Act 1976</i>   |
| <b>Conditions:</b>              | <ol style="list-style-type: none"> <li>1. The authority to appoint a person under Section 29(1), shall only be approved by the Chief Executive Officer.</li> <li>2. The authority to declare a dog to be dangerous, pursuant to <i>Dog Act 1976</i> Section 33E, shall only be approved by the Chief Executive Officer.</li> <li>3. The authority to sign any Warrant to seize, detain and deal with any dog pursuant to <i>Dog Act 1976</i> Section 29 (5a), in accordance with Sections 33G or 39, shall only be approved by the Chief Executive Officer.</li> <li>4. Withdrawal of an infringement can only be approved by the Chief Executive Officer.</li> </ol> |
| <b>Statutory reference:</b>     | <i>Dog Act 1976</i> , Section 10AA  |



## 22. Liquor Control Act 1988 – Issue of Certificates Under Section 39

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the Local Government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to issue a certificate on behalf of the Shire of Cue, pursuant to the <i>Liquor Control Act 1988</i> , Section 39.   |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Liquor Control Act 1988</i> , Section 39.  |

## 23. Liquor Control Act 1988 – Issue of Certificates Under Section 40

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the authority responsible for planning matters in the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to issue a certificate on behalf of the City, pursuant to the <i>Liquor Control Act 1988</i> , Section 40.  |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Liquor Control Act 1988</i> , Section 40.   |

## 24. Bush Fires Act 1954 – Powers and Duties

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government is empowered with all powers, duties and functions under the <i>Bush Fires Act 1954</i> .                       |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to perform all powers, duties and functions of the <i>Bush Fires Act 1954</i> . |
| <b>Conditions:</b>               | Excludes powers and duties that are prescribed in the Act with the requirement for a resolution by the local government.           |
| <b>Statutory reference:</b>      | <i>Bush Fires Act 1954</i> , Section 48.   |

## 25. Bush Fires Act 1954 – Firebreaks Around Properties

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can take measures for preventing a bush fire, including requesting firebreaks around properties.                                |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Ranger   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to take measures for preventing a bush fire, including requesting firebreaks around properties. |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Bush Fires Act 1954</i> , Section 33.   |

## 26. Bushfires Act 1954 – Prohibited Burning Times

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can determine to vary Prohibited Burning Times, in accordance with the <i>Bush Fires Act 1954</i> , Sections 17(7) and (8), regarding: <ul style="list-style-type: none"> <li>• shortening, extending, suspending or reimposing a period of prohibited burning times; or</li> <li>• imposing a further period of prohibited burning times.</li> </ul> |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to: <ul style="list-style-type: none"> <li>• shorten, extend, suspend or reimpose a period of prohibited burning times; or</li> <li>• impose a further period of prohibited burning times.</li> </ul>   |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Bush Fires Act 1954</i> , Section 17(10).   |

## 27. Bush Fires Act 1954 – Prosecutions and Infringement Notices

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to institute and carry out legal proceedings for alleged offences against the <i>Bush Fires Act 1954</i> , including the power to issue an Infringement Notice.   |
| <b>Conditions:</b>               | Chief Executive Officer to sign any Prosecution Notices.<br><i>Note: s59A(3) and Bush Fires (Infringements) Regulations 1958, Reg.4(a) provide that only the Shire President or the Chief Executive Officer may withdraw an infringement notice.</i>   |
| <b>Statutory reference:</b>      | <i>Bush Fires Act 1954</i> , Section 59(3) Prosecution of Offences and Section 59A(2) Alternative Procedure – Infringement Notices.  |

## 28. Food Act 2008 – Appointment of Authorised Persons

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of the <i>Food Act 2008</i> . |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 9.10(1).<br><i>Food Act 2008</i> , Section 122, s.126 (2).  |

### 29. Food Act 2008 – Appointment of Persons to Withdraw Infringement Notices

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the authority to withdraw an Infringement or grant an extension of time for payment pursuant to section 126 (6), (7) & (13) of the Act.    |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 9.10(1).<br><i>Food Act 2008</i> , S.126 (6), (7) & (13).  |

### 30. Food Act 2008 – Registration of Food Businesses

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Environmental Health Officer  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to sign and issue any registration approvals to operate a Food Business under the <i>Food Act 2008</i> , s.110.                  |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 9.10(1).   |

### 31. Health Act 1911 – Appointment of Deputy, Discharge of Powers and Duties

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may appoint and authorise any person to be its deputy under the <i>Health Act 1911</i> to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Environmental Health Officer   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to be its <i>Health Act 1911</i> deputy to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.                |
| <b>Conditions:</b>               | The Chief Executive Officer, shall:<br>(i) approve of all legal action and sign Prosecution Notices;<br>and<br>(ii) sign all Notices.  |
| <b>Statutory reference:</b>      | <i>Health Act 1911</i> , Section 26.   |

### 32. Approval of Building Permits

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Approve Building Permits  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Contract Building Surveyor  |
| <b>Delegation:</b>               | The CEO is delegated the authority to grant or refuse the issue of a building Permits in the prescribed form pursuant to <i>Building Act 2011</i> , Section 20, 22 & 127. |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Building Act 2011</i> , Sections 20, 22 and 127.<br>Division 2 of Part 2.<br>Divisions 1, 2 and 4 of Part 4.   |

### 33. Grant of Occupancy Permit, Building Approval Certificate, with or without conditions & extension of period of duration of Occupancy Permit or Building Approval Certificate.

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | Authority to issue occupancy permits, certificates of construction appliance, grant permits, issue building orders and notices and perform associated functions of a permit authority pursuant to the <i>Building Act 2011</i> .   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Contract Building Surveyor   |
| <b>Delegation:</b>               | The officers are delegated the power to issue Certificates of Occupancy, Building Approval certificates and extensions of period of duration of Occupancy Permit or Building Approval Certificate in the prescribed form upon completion of buildings, pursuant to the <i>Building Act 2011</i> , Sections 58, 59, 62, 65 and 127. |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Building Act 2011</i> , Sections 58, 59, 62, 65 and 127.  |

### 34. Approve a Demolition Permit Other Than for Buildings Classified by the National Trust and Council's Heritage Register

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | To grant or refuse to approve applications for a Demolition Permit.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Contract Building Surveyor   |
| <b>Delegation:</b>               | The CEO is delegated authority to grant or refuse a Demolition Permit other than for buildings classified by the National Trust and Council's Heritage Register, pursuant to the <i>Building Act 2011</i> , Sections 21, 22 & 127. |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Building Act 2011</i> , Sections 21, 22 and 127.  |

### 35. Issue Building Orders

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A Permit Authority may make an Order (a Building Order) in respect of one or more of the following -<br>(a) particular building work;<br>(b) particular demolition work;<br>(c) a particular building or incidental structure, whether completed before or after commencement day.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to issue Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Sections 110, 111 and 112.   |
| <b>Conditions:</b>               | 1. Chief Executive Officer to sign the Building Order.<br>2. Subject to Sub-Section 112(2)(b) being conditional as follows; <i>“The Order to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of the Building Act 2011, SHALL only be issued where the building is assessed to be in a state that is dangerous and which cannot be easily rectified”</i> . |
| <b>Statutory reference:</b>      | <i>Building Act 2011</i> , Sections 110, 111 and 112.  |

### 35a. Revoke Building Orders

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A Permit Authority may, by notice in writing, revoke a Building Order at any time and must serve each person to whom to order is directed with a copy of the notice.        |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to revoke Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Section 117. |
| <b>Conditions:</b>               | Chief Executive Officer to sign the notice to revoke a Building Order.  |
| <b>Statutory reference:</b>      | <i>Building Act 2011</i> , Section 117.   |



### 36. Issue Licence to Deposit Material on Street

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | No person shall deposit stones, bricks, lime, rubbish, timber, iron, or other materials on a street, way, or other public place, nor make an excavation on land abutting or adjoining a street, way, or other public place, unless authorised to do so by an Act or unless he has first obtained from the local government in whose district the street, way, public place, or land is situated a licence in writing for that purpose, nor unless, in the case of an excavation he has securely fenced off the place where it is to be made from the street, way, or other public place, nor unless he complies with the conditions, if any, of the licence. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Environmental Health Officer<br>Contract Building Surveyor   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to issue licenses for the deposit of materials on a street, way or other public place and to make an excavation on land abutting or adjoining a street, way, or other public place, pursuant to the <i>Local Government (Miscellaneous Provisions) Act 1960</i> , Section 377.  |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Building Regulations 2012</i> , Regulation 64.  |

### 37. Appoint Authorised Persons (Swimming Pool Inspectors)

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may appoint an Authorised Person to carry out inspections of pools. An “ <b>authorised person</b> ” means a person with appropriate experience or qualifications authorised by the local government for the purposes of this section. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to appoint authorised persons for the purpose of inspecting private swimming pools and enforcing the provisions of the Act, pursuant to the <i>Building Regulations 2012</i> , Regulation 53(1).      |
| <b>Conditions:</b>               | The authorisations to be in writing and recorded on the appropriate file and the person’s personal file.   |
| <b>Statutory reference:</b>      | <i>Building Regulations 2012</i> , Regulation 53(1).   |

### 38. Disturbing Local Government Land or Anything On It

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A person who, without lawful authority interferes with the soil of, or anything on, land that is local government property; or takes anything from land that is local government property, commits an offence.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Manager Works and Services   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to interfere with soil or take anything from local government land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b). |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1).   |

### 39. Obstructing A Public Thoroughfare

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A person who, without lawful authority, places on a public thoroughfare anything that obstructs it commits an offence if the person fails to remove the obstruction when requested by the local government to do so, or if anything falls from land, or from anything on land, onto a public thoroughfare and obstructs it, a person who is the owner or occupier of the land commits an offence if the person fails to remove the obstruction when requested by the local government to do so. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Works and Services Supervisor   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to obstruct a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 6 (1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b).  |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 6(1).  |

### 40. Encroaching A Public Thoroughfare

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A person who is the owner or occupier of land and, without lawful authority erects on the land a structure that encroaches upon a public thoroughfare; or permits a tree or other plant growing on the land to encroach upon a public thoroughfare, commits an offence if the person fails to remove the structure or plant, to the extent that it is encroaching, when requested by the local government to do so. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Works and Services Supervisor   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to erect a structure or permit a tree that encroaches a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b).   |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1).  |

## 41. Offences Relating to the Repair of Gates and Fences

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A person who is the owner or occupier of land commits an offence if any fence or gate that separates the land from a public thoroughfare is not kept in good repair.<br>A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to provide a gate or other device across a public thoroughfare or serve a Notice to request the owner or occupier to repair a gate or fence, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 8(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b).   |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 8(1).  |

## 42. Dangerous Excavation in or Near Public Thoroughfare

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to deem an excavation to be dangerous and to fill in or fence the excavation, or serve a Notice to request the owner or occupier to fill or securely fence the excavation, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 11(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b). |
| <b>Conditions:</b>               | Nil  |

|                             |  |
|-----------------------------|--|
| <b>Statutory reference:</b> | <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 11(1).</i> |
|-----------------------------|--|

### 43. Crossing from Public Thoroughfare to Private Land or Private Thoroughfare Without Approval

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | Upon application the local government may approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1)</i> . |
| <b>Conditions:</b>               | Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 14(2)</i> .   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1).</i>   |

### 44. Requirement to Construct and Repair a Crossover

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare.<br>If the person fails to comply with the notice, the local government may construct or repair the crossing and recover 50% of the cost.           |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing if the person does not comply, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulations 13(1) and (2)</i> . |
| <b>Conditions:</b>               |   |

|                             |  |
|-----------------------------|--|
| <b>Statutory reference:</b> | <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 13(1) and (2).</i> |
|-----------------------------|--|

#### 45. Private Works On, Over Or Under Public Places

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 17</i> and <i>Local Government Act 1995, Section 3.25(1)(b)</i> . |
| <b>Conditions:</b>               | Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 14(2)</i> .  |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 17(2).</i>  |

#### 46. Offences Relating to Watercourses, Drains, Tunnels and Bridges

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may grant permission to a person to, alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18 and <i>Local Government Act 1995</i> , Section 3.25(1)(b). |
| <b>Conditions:</b>               | Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2).  |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18(1).   |

#### 47. Offences Relating to the Protection of Thoroughfares from Water Damage

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19 and <i>Local Government Act 1995</i> , Section 3.25(1)(b). |
| <b>Conditions:</b>               | Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2).   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19(1).  |



#### 48. Actions Against Persons in Relation to Wind Erosion and Sand Drifts

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may give a notice under this regulation to a person who is the owner or occupier of land, if the local government considers that clearing the land of vegetation may cause the land having a common boundary with land that comprises local government property to be adversely affected by wind erosion or sand drift.                                  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to serve a Notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21 and <i>Local Government Act 1995</i> , Section 3.25(1)(b). |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21(1).   |

#### 49. Unauthorised Works in a Street – Serving of Notices

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.                                |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Works and Services Supervisor  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission. |
| <b>Conditions:</b>               | Chief Executive Officer to sign any Notices.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.1.  |



## 50. Works in the Street

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.  |
| <b>Conditions:</b>               | <ul style="list-style-type: none"> <li>(i) That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.</li> <li>(ii) The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.</li> <li>(iii) If there are objections to the proposal, it be referred to the Council for determination.</li> </ul> |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1.</i>   |

## 51. Reinstatements of Roads and Footpaths

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings.                                |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings. |
| <b>Conditions:</b>               | Subject to the lodgement of a bond for work performance and the payment of the cost of any re-instatement works.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1.</i>  |

## 52. Approval of Works Orders to Public Utility Service Authorities

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects.                                |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects. |
| <b>Conditions:</b>               | That the works are associated with projects that have obtained the approval of the Council as necessary and are within the approved budget allocation.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1.</i>  |

**53. Approval of Design Projects**

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level.                                |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Contract Building Surveyor<br>Environmental Health Officer   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level. |
| <b>Conditions:</b>               | That the detailed designs are consistent with the concept plans approved by the Council.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.1.</i>   |

## 54. Serving of Notices Requiring Certain Things to be Done by Owner or Occupier of Land

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may give a person a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | <p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> <li>1. prevent water from dripping or running from a building;</li> <li>2. placing a number on a property to indicate an address;</li> <li>3. repair a public thoroughfare;</li> <li>4. ensure that land that adjoins a public thoroughfare is suitably enclosed;</li> <li>5. ensure unsightly land is enclosed;</li> <li>5a. ensure overgrown vegetation, rubbish or disused material is removed from land;</li> <li>5b. ensure that graffiti is obliterated;</li> <li>6. take measures to prevent movement of sand, rocks etc;</li> <li>7. ensure that land adjoining a public thoroughfare is not overgrown;</li> <li>8. removing a tree or part that is obstructing a thoroughfare;</li> <li>9. ensuring that a tree that endangers any person is made safe (dangerous tree);</li> <li>10. taking specified measures to prevent damage to the public or property from cyclonic activity;</li> <li>11. remove bees that are a danger or nuisance;</li> <li>12. ensure that unsightly, dilapidated or dangerous fence is modified or repaired;</li> <li>13. take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance;</li> <li>14. make safe anything that is obstructing a private thoroughfare.</li> </ol> |
| <b>Conditions:</b>               | The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.25.   |

### 55. Additional Powers When Giving a Notice Under S.3.25 of the Act

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If a person who is given a notice under Section 3.25 of the Act fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to do anything that they consider necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.  |
| <b>Conditions:</b>               | The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.26.</i>   |

## 56. Performing Particular Things on Land which is not Local Government Property

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may perform its general functions of the things prescribed in Schedule 3.2 of the Act on land, even though the land is not local government property and the local government does not have consent to do it.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Works and Services Supervisor   |
| <b>Delegation:</b>               | <p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> <li>1. Carry out works for the drainage of land.</li> <li>2. Do earthworks or other works on land for preventing or reducing flooding.</li> <li>3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.</li> <li>4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engage in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.</li> <li>5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare.</li> <li>6. Place on land signs to indicate the names of public thoroughfares.</li> <li>7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations.</li> <li>8. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier.</li> </ol> |
| <b>Conditions:</b>               | The Chief Executive Officer may form an opinion that the things to be performed is essential to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.27.</i>   |

**57. Power of Entry**

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | The power of entry is conferred on a local government which is performing any function under the <i>Local Government Act 1995</i> .                     |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to authorise persons with the powers of entry, when performing any function of the local government. |
| <b>Conditions:</b>               | Record in the appropriate file  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.28.  |

**58. General Procedure for Entering Property**

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A person authorised by the local government may lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry. |
| <b>Conditions:</b>               | Record in the appropriate file   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.31(2).  |

**59. Power to Remove and Impound Goods**

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | An employee authorised by a local government may remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the power.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to authorise an employee of the local government to remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the power. |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.39.</i>  |

**60. Impounded – Non-Perishable Goods**

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Where any non-perishable goods have been removed and impounded, the local government is required to either:<br>(a) institute a prosecution against the alleged defender;<br>or<br>(b) give the alleged offender notice that the goods may be collected from, specifying such hours. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to:<br>(a) institute a prosecution against the alleged offender;<br>or<br>(b) give the alleged offender notice that the goods may be collected from, specifying such hours.  |
| <b>Conditions:</b>               | The Chief Executive Officer shall approve of all prosecutions and sign all Prosecution Notices.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995, Section 3.39.</i>   |



## 61. Declaring a Vehicle to be an Abandoned Vehicle Wreck

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If after seven days from the removal of a vehicle deemed to be an abandoned wreck the owner of the vehicle has not been identified or after seven days from the giving of a notice the owner has not collected the vehicle the local government may declare that the vehicle is an abandoned vehicle wreck. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to declare that a vehicle is an abandoned vehicle wreck under the <i>Local Government Act 1995</i> , Section 3.40A(4).   |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.40A(4).  |

## 62. Disposing of Confiscated Goods

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under <i>Local Government Act 1995</i> , Section 3.47(1).   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to sell or otherwise dispose of any goods that have been ordered to be confiscated subject to the <i>Local Government Act 1995</i> , Section 3.47(1). |
| <b>Conditions:</b>               | The sale or disposal of goods or vehicles is to be recorded in appropriate record.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.47(1).  |

### 63. Disposing of Uncollected Vehicles

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may sell or otherwise dispose of any vehicle that has not been collected within two months of a notice having been given under Section 3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to sell or otherwise dispose of any vehicle not collected pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2).  |
| <b>Conditions:</b>               | Details of the sale or disposal of uncollected vehicles is to be recorded in the appropriate record.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.47(2).   |

### 64. Disposing of Uncollected Impounded Goods

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in Section 3.47(2b) of the date a notice is given under the <i>Local Government Act 1995</i> , Sections 3.42(1)(b) or 3.44. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to sell or otherwise dispose of any uncollected impounded goods pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2a).  |
| <b>Conditions:</b>               | Details of the sale or disposal of uncollected impounded goods is to be recorded in the appropriate record.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.47(2a).   |

## 65. Disposal of Sick or Injured Impounded Animals

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass.          |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Works and Services Manager  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine that a sick or injured impounded animal be destroyed pursuant to the <i>Local Government Act 1995</i> , Section 3.47A(1). |
| <b>Conditions:</b>               | The details of sick or injured animals disposed of are to be recorded in the appropriate record.  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.47(1).   |

## 66. Recovery of Impounding Expenses

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | If goods are removed and impounded under Section 3.39 and the offender is convicted, the local government may, if the goods are not sold, recover any expenses incurred in removing and impounded the goods and disposing of them. |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine that court action be taken to recover impounding expenses pursuant to the <i>Local Government Act 1995</i> , Section 3.48.   |
| <b>Conditions:</b>               | The Chief Executive Officer shall approve of all legal action and sign all legal documents.<br><br>The actions taken to recover impounding expenses are to be recorded in the appropriate record to meet legislative requirements. |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.48.   |

### 67. Closing Certain Thoroughfares to Vehicles (Not Exceeding 4 Weeks)

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may close a thoroughfare to vehicles wholly or partially, for a period not exceeding four weeks.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Manager of Works and Services  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Section 3.50(1). |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.50(1).  |

### 68. Closing Certain Thoroughfares to Vehicles (Exceeding 4 Weeks)

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding four weeks. |
| <b>Delegated by:</b>             | Nil  |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Manager of Works and Services  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Sections 3.50.   |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Sections 3.50(1a) and 3.50(4).  |

## 69. Closing Certain Thoroughfares to Vehicles (Revocation)

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | An order to close a thoroughfare may be revoked by the local government.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to revoke an order to close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50(6). |
| <b>Conditions:</b>               | Details of the revocation of an order to close thoroughfares must be recorded in the appropriate register  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.50(6).  |

## 70. Partial Closure of Thoroughfare for Repairs and Maintenance

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Manager of Works and Services  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to partially and temporarily close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50A.  |
| <b>Conditions:</b>               | <ul style="list-style-type: none"> <li>• The road closure being limited to a minimum period as is practicable.</li> <li>• Access being maintained to properties.</li> <li>• Compliance with the <i>Local Government Act 1995</i>.</li> </ul> <p>Details of the closure to be recorded on the appropriate record.</p> |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.50A.  |

## 71. Power to Invest

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with the <i>Trustees Act 1962</i> , Part III.      |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to invest money and establish investment internal control procedures, pursuant to the <i>Local Government Act 1995</i> , Section 6.14 and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19. |
| <b>Conditions:</b>               | Subject to Council Policy   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.14(1); and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19.  |

## 72. Extension of Time for Objection to the Rate Record

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit. |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to grant an extension to the time to make an objection, pursuant to the <i>Local Government Act 1995</i> , Section 6.76(4).  |
| <b>Conditions:</b>               | An extension will only be granted for a maximum period of 30 days.<br><br>The full details of the determination to be recorded in the appropriate rate record.                  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.76(4).   |

### 73. Consider Objection to the Rate Record

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the <i>Local Government Act 1995</i> , Section 6.76(5). |
| <b>Conditions:</b>               | The full details of the determination to be recorded in the appropriate rate record.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 6.76(5).  |

### 74. Disposal of Surplus Plant, Equipment or Material

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government can dispose of surplus plant, equipment or material                         |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to dispose of plant, equipment or material. |
| <b>Conditions:</b>               | Refer to Council Policy  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.1.  |

## 75. Determining That Tenders Do Not Have to be Invited for the Supply of Goods and Services Function

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 if it has good reason to believe that, because of the unique nature of the goods or services required or for any other reasons, it is unlikely that there is more than one potential supplier.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000. |
| <b>Conditions:</b>               | The determination is to be supported by a detailed report. The determination is to be recorded in the appropriate record.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.57(1); and <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 11(2)(f).   |



## 76. Tenders to be Invited for Certain Contracts

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government is to publicly invite tenders before it enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$250,000.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to publicly invite tenders before the Shire enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$250,000, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 11(1) and <i>Local Government Act 1995</i> , Section 3.57(1). |
| <b>Conditions:</b>               | Tenders can only be invited for those goods and services identified in the Annual Budget, Plan for the Future or separately approved by the Council.<br><i>Acceptance of the most advantageous tender is subject to the Regulations.</i><br>The invitation to tender is to be entered into the Tender Register in the prescribed manner.   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> , Section 3.57(1); and <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 11(1).   |

## 77. Determining the Criteria for Accepting Tenders

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Where a local government is inviting tenders, the local government must determine in writing the criteria for deciding which tender should be accepted.   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to determine in writing the criteria for deciding which tender should be accepted, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 14(2a). |
| <b>Conditions:</b>               | Criteria must be recorded in the appropriate record and comply with the requirements of the Regulations.  |
| <b>Statutory reference:</b>      | <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 14(2a).   |

## 78. Minor Variation in Goods or Services

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in the contract for goods or services before the Shire enters the contract with the successful tenderer, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 20(1). |
| <b>Conditions:</b>               | That the variation is minor having regard to the total goods or services that tenderers were invited to supply.  |
| <b>Statutory reference:</b>      | <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 20(1).   |

## 79. Seeking Expressions of Interest

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services before entering the tender process.                          |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated the power to seek expressions of interest with respect to the supply of the goods or services before entering the tender process, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 21(1). |
| <b>Conditions:</b>               | Details of the express of interest sought must be recorded in the appropriate record and in the Tender Register as required by the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17.  |
| <b>Statutory reference:</b>      | <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 21(1).  |

## 80. Minor Amendments to Policies and Delegations

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | Minor amendments to existing policies and delegations  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | That the Chief Executive Officer be delegated authority to make administrative amendments to Delegations and Policies, due to any changes in name or title of an officer or committee, re-numbering, reformatting or similar administrative requirement. |
| <b>Conditions:</b>               | Providing any such amendment does not constitute a major change of duties or responsibilities of an officer or committee affected.   |
| <b>Statutory reference:</b>      | Local Government act 1995 - 5.42   |

## 81. Complaints Officer

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | To investigate complaints against the Council.  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | Appoints the CEO as the complaints officer for the Shire of Cue for the purposes of compliance with the <i>Local Government Act 1995 s. 5.120</i> |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995 s. 5.120</i>   |

## 82. Appointment of Authorised Officers

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | To appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions of the <i>Local Government Act 1995</i> .                            |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | That the CEO be delegated the authority to appoint persons as authorised officers.  |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> s3.24 Authorising persons under this subdivision ( <i>Subdivision 2 – Certain provisions about land</i> )s9.10 Appointment of authorised persons |

## 83. Cat Act 2011 – Appointment of Authorised Officers

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | To appoint officer(s) to administer the <i>Cat Act 2011</i> .  |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to appoint Authorised Persons as required for the purposes of administering the requirements of the <i>Cat Act 2011</i> . |
| <b>Conditions:</b>               | Nil  |
| <b>Statutory reference:</b>      | <i>Cat Act 2011</i> (s44 and s48)  |

## 84. Road Traffic (Events on Roads) Regulations

|                                  |  |
|----------------------------------|--|
| <b>Function to be performed:</b> | Temporarily close roads in order to hold events.   |
| <b>Delegated by:</b>             | The Shire of Cue Council   |
| <b>Delegated to:</b>             | Chief Executive Officer  |
| <b>Sub-delegation to:</b>        | Nil  |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> . |
| <b>Conditions:</b>               | The Chief Executive Officer shall have regard to Section 3.50 of the <i>Local Government Act 1995</i> .  |
| <b>Statutory reference:</b>      | <i>Road Traffic (Events on Roads) Regulations 1991</i>   |

## 85. Local Government Elections &amp; Other Polls

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Fix a date for an extra – ordinary election   |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | Council delegates its power to the Chief Executive Officer under Section 4.9(1)(b) of the Local Government Act to fix the day on which a poll is held for an extraordinary election if the Shire President has not already done so. |
| <b>Conditions:</b>               | Compliance with the <i>Local Government (Elections) Regulations 1997</i> .  |
| <b>Statutory reference:</b>      | <i>Local Government Act 1995</i> Part 4.9   |

**86. Insurance**

|                                  |   |
|----------------------------------|---|
| <b>Function to be performed:</b> | Ensure that the Shire is adequately covered by insurance  |
| <b>Delegated by:</b>             | The Shire of Cue Council  |
| <b>Delegated to:</b>             | Chief Executive Officer   |
| <b>Sub-delegation to:</b>        | Nil   |
| <b>Delegation:</b>               | The Chief Executive Officer is delegated authority to enter into appropriate contracts of insurance on behalf of the Shire. |
| <b>Conditions:</b>               | Nil   |
| <b>Statutory reference:</b>      | Local Government Act 1995 – S6.7(2)   |

**87. Authority to instigate legal proceedings**

|                                 |   |
|---------------------------------|---|
| <b>Function to be performed</b> | The Chief Executive Officer to instigate legal proceedings  |
| <b>Delegated by:</b>            | The Shire of Cue Council  |
| <b>Delegated to:</b>            | Chief Executive Officer   |
| <b>Sub-delegation to:</b>       | Nil   |
| <b>Delegation</b>               | <p>That CEO instigate legal proceedings under the following acts including the Acts Subsidiary Legislation:</p> <ul style="list-style-type: none"> <li>• <i>Local Government 1995</i></li> <li>• <i>Building Act 2011</i></li> <li>• <i>Planning &amp; Development Act 2005</i></li> <li>• <i>Cat Act 2011</i></li> <li>• <i>Dog Act 1976</i></li> <li>• <i>Health Act 1911</i></li> <li>• <i>Bush Fires Act 1954</i></li> <li>• <i>Food Act – 2008</i></li> <li>• <i>Local Government (Miscellaneous Provisions) Act 1960</i></li> </ul> |
| <b>Conditions</b>               | <p>Subject to:</p> <ul style="list-style-type: none"> <li>• Prior report to council via electronic means.</li> </ul>  |
| <b>Statutory reference</b>      | <i>Local Government Act 1995</i> ; section 5.42   |

## 88. Town Planning Schemes 1 & 2 Planning Determinations

|                                 |  |
|---------------------------------|--|
| <b>Function to be performed</b> | The Chief Executive Officer to determine matters pertaining to planning where they conform to Council Policy, the Town Planning Scheme and or Planning Codes.  |
| <b>Delegated by:</b>            | The Shire of Cue Council   |
| <b>Delegated to:</b>            | Chief Executive Officer  |
| <b>Sub-delegation to:</b>       | Environmental Health / Building Officer  |
| <b>Delegation</b>               | <ol style="list-style-type: none"> <li>1) Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies, as outlined below;</li> <li>2) Determination of planning applications for uses listed as 'P' within the Town Planning Scheme provided the application conforms with all Scheme requirements and standards and any adopted policy of Council;</li> <li>3) Determination of planning applications involving the discretionary powers of the Residential Design Codes providing the consultation process outlined within the Codes is adhered to and no objections were received from surrounding landowners;</li> <li>4) Refusal of planning applications where the proposed use is not permitted by the Town Planning Scheme or does not comply with the non-discretionary powers of the Residential Design Codes or a mandatory statutory requirement of the Schemes or adopted Council Policy;</li> <li>5) Providing responses to subdivision applications referred from the WAPC where the application generally complies with the provisions of the relevant Town Planning Scheme and adopted Council Policy or an endorsed Subdivision Guide Plan;</li> <li>6) Providing responses to subdivision applications referred from the WAPC where the application requires Council to apply discretion under the Town Planning Scheme provided no objections were received during the advertising period and compliance with the objectives stated within the Town Planning Scheme;</li> <li>7) Determination of applications for home occupations,</li> </ol> |



|                            |  |
|----------------------------|--|
|                            | <p>home businesses and home offices subject to compliance with Council's adopted policy with respect to such applications. Any proposed home occupation, which received objections during the public consultation, will be referred to Council for determination;</p> <p>8) Endorse submitted Deposited Plans for final clearance of subdivisions provided all conditions any adopted policy of Council have been satisfactorily complied with;</p> <p>9) Issuing of planning consents and vary setbacks where minor adjustments to building setbacks are in accordance with Council Policy, Town Planning Schemes and Residential Design Codes;</p> <p>10) Applications for planning consent for extensions/alterations to nonconforming uses in accordance with Town Planning Scheme;</p> <p>11) Granting of planning approval with or without conditions under TPS 1 and 2 to development on a local reserve under the Scheme for the purpose for which it is reserved;</p> <p>12) Granting of planning approval with or without conditions under TPS 1 and 2 for land zoned Restricted, Additional or Special Use for the purpose specified;</p> <p>13) Determination of clearance of planning conditions imposed by planning approvals.</p> |
| <b>Conditions</b>          | Nil  |
| <b>Statutory reference</b> | <i>Local Government Act 1995</i> ; section 5.42  |

## 10.4 DEVELOPMENT APPLICATION – FOUR RESIDENTIAL DWELLINGS

APPLICANT: SHIRE OF CUE  
DISCLOSURE OF INTEREST: Nil  
AUTHOR: Eugene Ferraro – Shire Town Planner  
DATE: 05 July 2022

### ***Matters for Consideration:***

Application for Planning Approval to erect two dwellings each on Lots 602 and 603 Dowley Street, Cue. The accommodation is proposed to be used by the Shire to provide permanent accommodation for its staff.

### ***Background:***

The Shire of Cue purchased these two lots from Mid-West Gold Operations in August 2020, in return for outstanding payments for rates. The blocks were originally purchased from Development WA prior to 2010 and required the blocks to be developed within two years of purchase. Development WA have waived the requirement for the Shire of Cue to develop them within two years but are keen to see the Shire put housing in place on the lots.

Lots 602 and 603 are vacant lots currently owned by the Shire. Both lots are each 1012m<sup>2</sup> in size (i.e old quarter-acre lots), being 20.1m in width and 50.3m in length. Both lots have been vacant for many years, and from early maps formed part of the Marshall Street Road Reserve that once continued through to Stewart Street.

The Shire has faced challenges with providing housing for Shire staff and attracting staff due to housing availability. The addition of four two bedroom units provides additional housing of good quality that will meet the needs of single persons, couples and even small families. The housing units will provide additional diversity to the range of housing stock that the Shire has available for staff and reduce the reliance on rental accommodation in the future.

### ***Proposal:***

The application seeks to erect two prefabricated dwellings on each lot. Two dwellings will face Dowley Street, with the two rear dwellings being serviced by a common driveway as shown in ***Appendix 4***

The dwellings fronting Dowley Street will be two-bedroom two-bathroom designs, while the rear dwellings will be more modest two-bedroom one-bathroom facilities.

### ***Town Planning Assessment:***

#### **Issue 1 Permissibility of Use**

Lots 602 and 603 are zoned Residential with a residential coding of R10/12.5 under the Shire of Cue Local Planning Scheme No. 2 (LPS 2).

As two dwellings are proposed on each lot, the development is defined as a ‘Grouped Dwelling.’ The Residential Design Codes defines a Group dwelling as”

*“A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on survey strata with common property.”*

Under the LPS 2 Zoning Table, a Grouped Dwelling is listed as a ‘D’ use.

A ‘D’ use in the LPS 2

*‘Means that the use is not permitted unless the local government has exercised its discretion by granting development approval.’*

The LPS 2 provides the Council with the discretion to approve grouped dwellings within the Residential zone. In considering this discretion, the Council should be mindful of the relevant aims of LPS 2, which in this instance would be Aim (a) as follows:

*“to direct and control the development of the Scheme area in a manner that promotes and safeguards the health, safety, convenience, economic and general welfare of its inhabitants and amenities in every part of the Shire, through appropriate decision making;”*

LPS 2 also provides that the R-Codes (Residential Design Codes) apply and are to be read as part of the Scheme. Section 2.1.4 of the R-Codes provides that all residential development is to comply with the requirements of the R-Codes. This section goes on to state that approval under the R-Codes is required if a proposed residential development does not satisfy the deemed-to-comply provisions; or proposes to address a design principle that, therefore requires the exercise of judgement by the Council.

Section 2.4 of the R-Codes provides that where a proposal does not meet the ‘deemed to comply’ provisions and addresses design principle(s), the Council is required to exercise judgement to determine the proposal. Furthermore, Section 2.5 states that when the Council in its assessment of a proposal that addresses the design principle(s), should **not** apply the corresponding deemed-to-comply provisions.

### Assessment

An R-Code assessment checklist, attached at [Appendix 5](#) has been undertaken to determine compliance with the Codes.

The assessment confirms that the proposed development meets all R-Code deemed-to-comply requirements other than front and rear setbacks. Under Section 2.4 of the

R-Codes, the Council is required to exercise its judgement on whether these two requirements address the relevant Design Principles.

**5.1.3 Lot boundary setback**

P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- reduce impacts of building bulk on adjoining properties;
- provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

An assessment against the above Design Principles is as follows:

| DESIGN PRINCIPLES  | RESPONSE  |
|--|---|
| Reduce impacts of building bulk on adjoining properties  | <p>The proposed front 3m setback of the proposed buildings will align with the existing building on the adjoining Lot 620.</p> <p>Dowley Street is a very wide local residential road, being some 40m in width with a 20m wide verge fronting Lots 602 and 603.</p> <p>The proposed 3m setback will, therefore, have no adverse impact on the amenity on either Dowley Street or that of the adjoining neighbour.</p> <p>Lot 601 to the rear has been vacant for many years and the proposed 3m setback will have no impact on the existing or future amenity of that property.</p> |
| Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties | The proposed dwellings will have no impact on the availability of direct sun and ventilation to adjoining properties.   |
| Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.                        | The proposed dwellings will not result in the loss of any privacy or overlooking onto adjoining properties.   |

**Conclusion**

The application seeks to erect four prefabricated dwellings on Lots 602 and 603 Dowley Street for Shire of Cue staff housing. The proposal complies with the deemed-to-comply requirements of the R-Codes, other than for the front and rear setbacks. The assessment confirms that the proposed setbacks satisfy the relevant R-Codes Design Principles and will have no adverse effect on the amenity of the neighbouring land.

The application is recommended for approval.

**Statutory Environment:**

Shire of Cue Local Planning Scheme No. 2.

**Policy Implications:**

Nil.

**Financial Implications:**

The Shire will be responsible for the construction and maintenance of the proposed dwellings.

**Strategic Implications:**

The proposed action addresses the following objectives contained in the Shire's Strategic Community Plan 2023-2038.

*Social Objective*

*Outcome 3.1 Community Infrastructure that meets the needs of our residents*

3.1.1 *Increase affordable housing options for existing residents and to attract new families*

3.1.3 *Provide, maintain and improve community infrastructure and facilities*

**Consultation:**

Bill Atyeo – Environmental Health Officer

Richard Towell – Chief Executive Officer

**Officer's Recommendation:**

**Voting Requirement:** Simple Majority

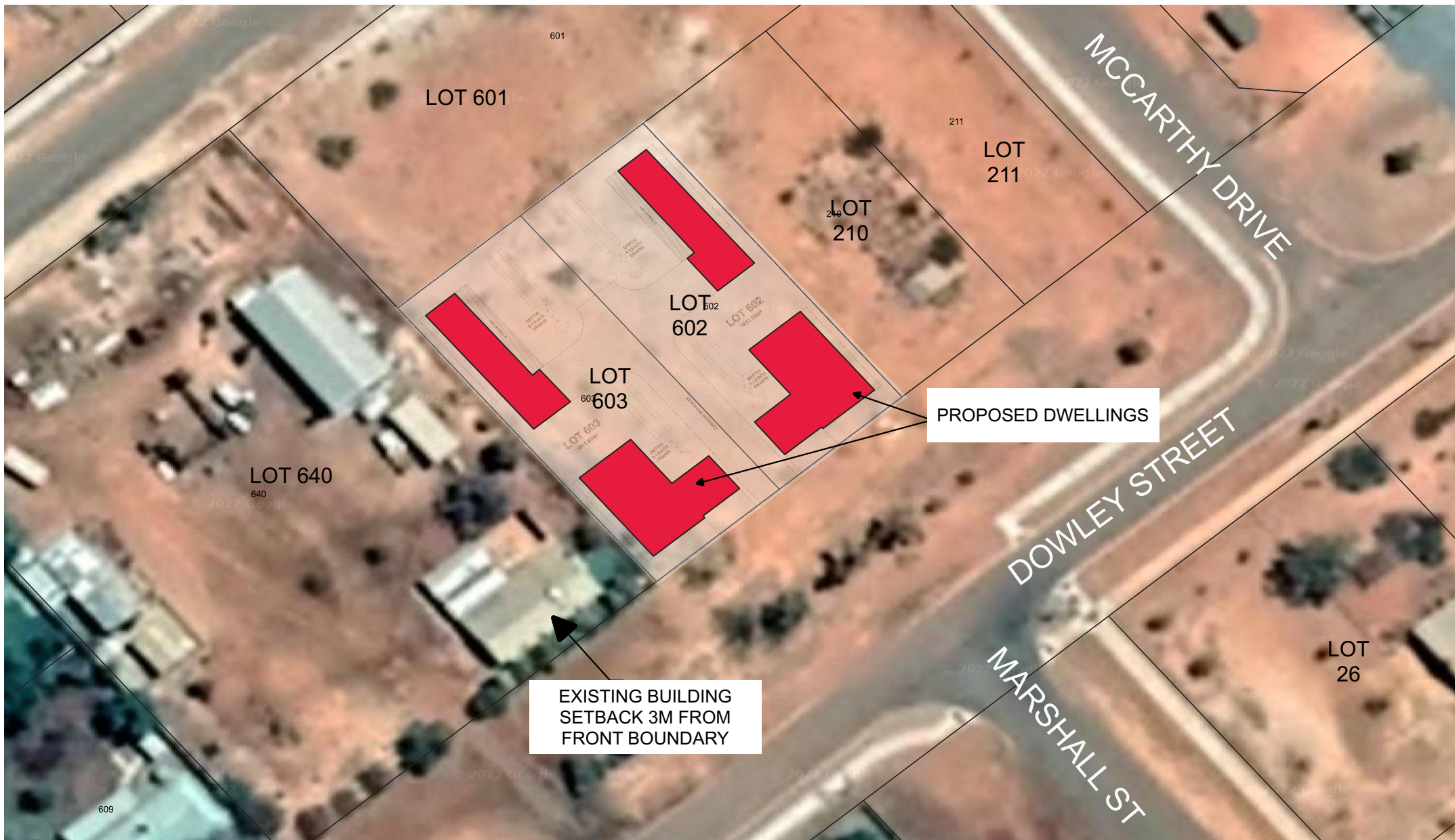
That Council approve the application for planning approval for two grouped dwellings on each of Lots 602 and 603 Dowley Street subject to the following conditions:

1. Nil

|                          |  |
|--------------------------|--|
| <b>Council Decision:</b> | <b>Voting requirement:</b> Simple Majority |
| <b>MOVED:</b>            | <b>SECONDED:</b>                           |
| <b>CARRIED:</b>          |  |

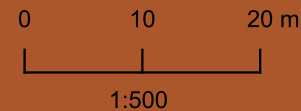
# APPENDIX 4

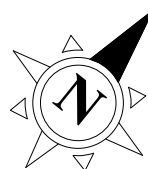
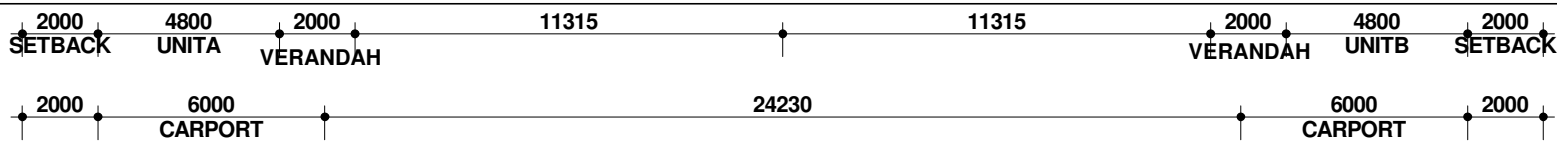




SHIRE OF CUE

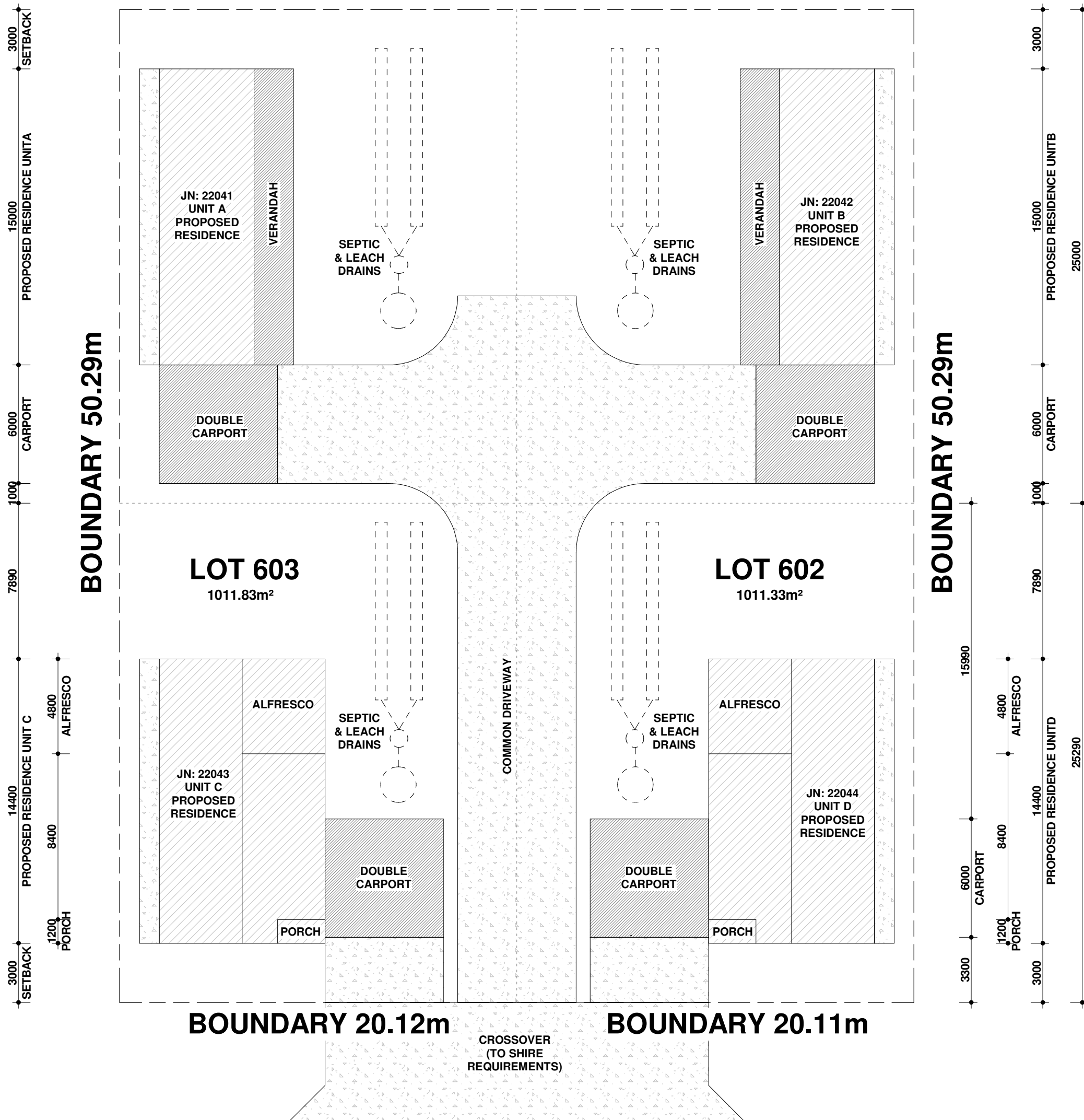
LOTS 602 AND 603 DOWLEY STREET, CUE  
APPLICATION FOR FOUR GROUPED DWELLINGS





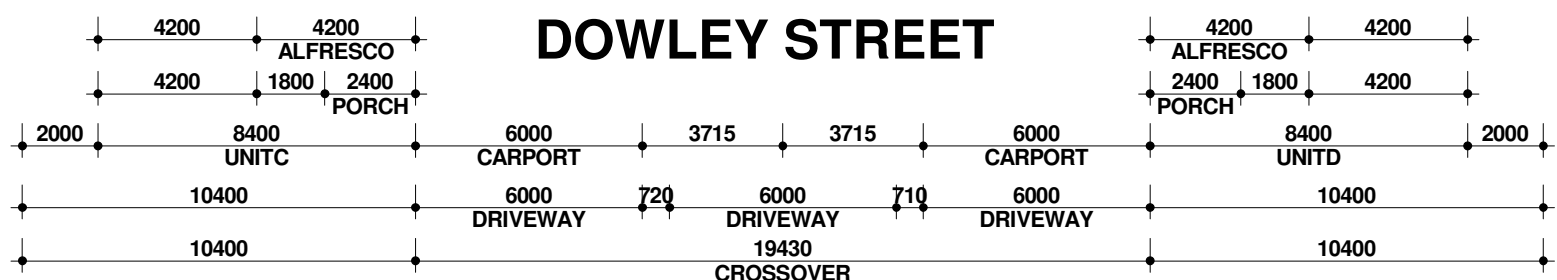
**BOUNDARY 20.12m**

**BOUNDARY 20.11m**



**BOUNDARY 20.12m**

**BOUNDARY 20.11m**



| CONCRETE AREA |                            |
|---------------|----------------------------|
| DRIVEWAY      | 374.24m <sup>2</sup>       |
| CROSSOVER     | 119.82m <sup>2</sup>       |
| CARPORT       | 144.00m <sup>2</sup>       |
| VERANDAH      | 60.00m <sup>2</sup>        |
| PATH          | 58.80m <sup>2</sup>        |
| <b>TOTAL</b>  | <b>756.86m<sup>2</sup></b> |

1 SITE PLAN  
A101 1 : 200

|             |  |
|-------------|--|
| CLIENT:     | SHIRE OF CUE                                 |
| ADDRESS:    | LOT 602 & LOT 603 DOWLEY ST.<br>CUE, WA 6640 |
| HOUSE TYPE: | AUGUSTA                                      |

| Rev | Description                     | Date     |
|-----|---------------------------------|----------|
| A   | Prepare proposed site plan      | 25/02/22 |
| B   | Change of house design          | 30/03/22 |
| C   | Double carport to residence 1&3 | 04/04/22 |
| D   | Redesign layout as sketch       | 25/05/22 |

|          |                        |
|----------|------------------------|
| JOB No.  | -                      |
| DATE:    | 22/06/2022 10:14:00 AM |
| DRAWN:   | BT                     |
| CHECKED: | ZY                     |
| REV:     | SHEET                  |
| SCALE:   | <b>D</b><br>1 : 200    |

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- DIMENSIONS SHOWN ON THIS PLAN ARE TO STEEL FRAME AND DOES NOT INCLUDE EXTERNAL CLADDING OR INTERNAL LINING WIDTH.

**CLIENT NOTE:**

THIS PLAN IS TO BE READ IN CONJUNCTION WITH MODULAR WA ADDENDA AND ENGINEERED CERTIFIED DRAWINGS.

**CARPENTERS NOTE:**

SILICONE BEAD REQUIRED AT BASE OF WALL FRAMES TO ALL TILED WET AREAS

**INTERNAL OPENINGS:**

DHO: FLUSHED DOOR HEIGHT OPENING 2040mm A.F.L  
FHO: FULL HEIGHT OPENING

**WINDOWS**

WINDOW HEAD HEIGHT TO BE 2143mm A.F.L UNLESS NOTED OTHERWISE

**ABBREVIATION LEGEND**

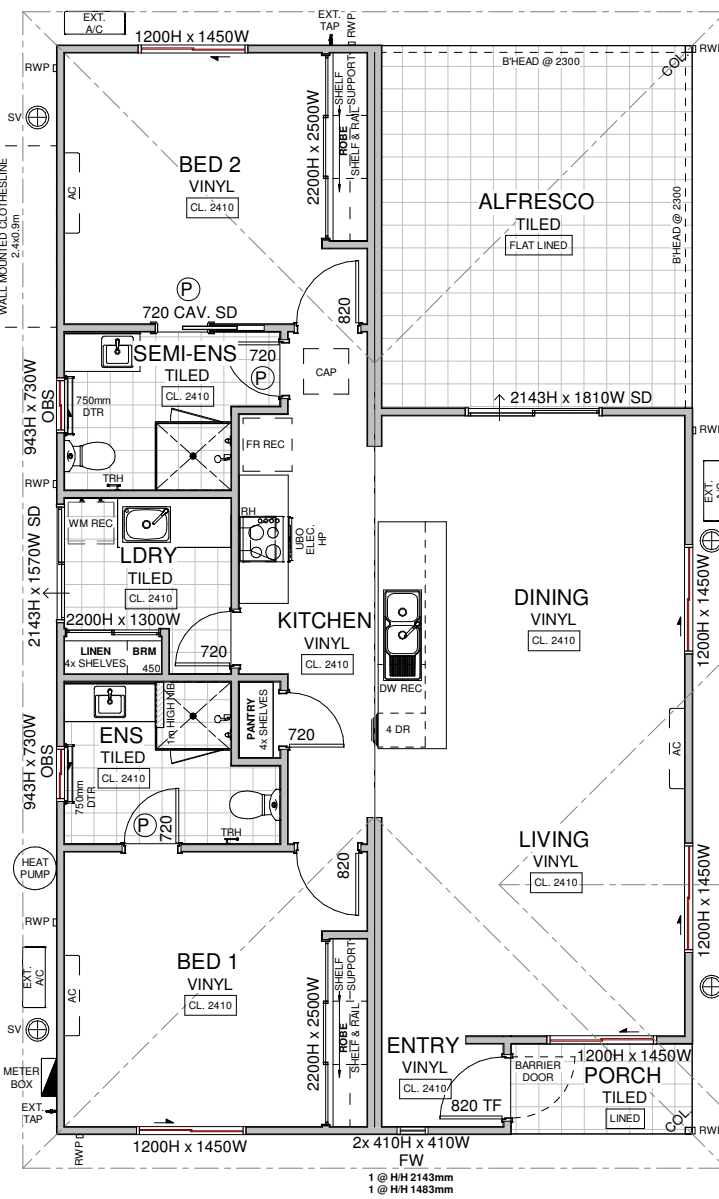
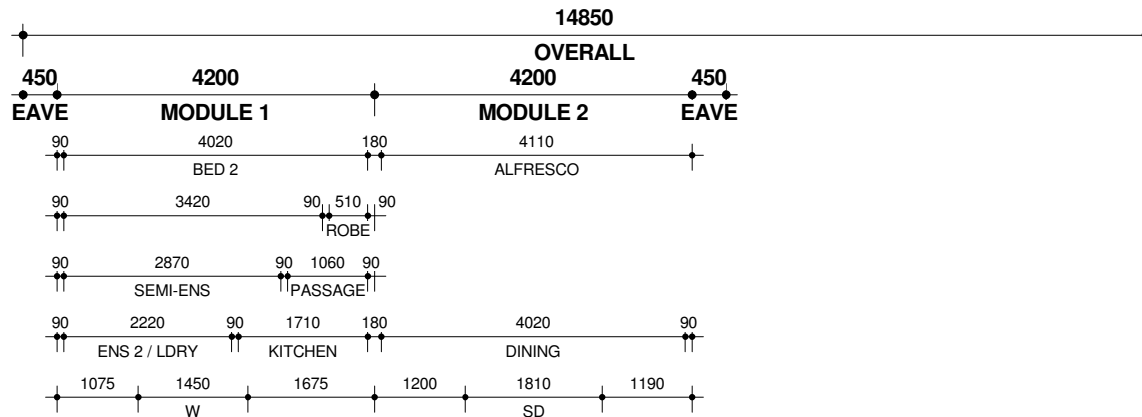
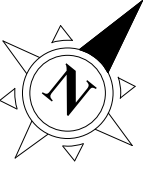
- HP HOT PLATE
- RH RANGEHOOD
- UBO UNDERBENCH OVEN
- OHC OVERHEAD CUPBOARD
- DR DRAWER
- FR/FZ REC FRIDGE / FREEZER RECESS
- DW REC DISHWASHER RECESS
- TR TROUGH
- WM REC WASHING MACHINE RECESS
- TRH TOILET ROLL HOLDER
- DTR DOUBLE TOWEL RAIL
- TRG TOWEL RING
- SR SHOWER RAIL / ROSE
- CAP CEILING ACCESS PANEL
- BRM BROOM
- V VANITY
- B BASIN
- OBS OBSCURE
- TF TIMBER FRAME
- AF ALUMINIUM FRAME
- SD SLIDING DOOR
- D DOOR
- W WINDOW
- AW ALUMINIUM WINDOW
- FW FIXED WINDOW
- COL COLUMN
- H/H HEAD HEIGHT
- RWP RAIN WATER PIPE
- SV SUB-FLOOR VENT
- P PRIVACY LATCH

**WATER FEED & CAB END LOCATION TO BE CONFIRMED**

**BUSHFIRE ATTACK LEVEL (BAL): LOW**

**WIND CLASSIFICATION: REGION "TBA"**

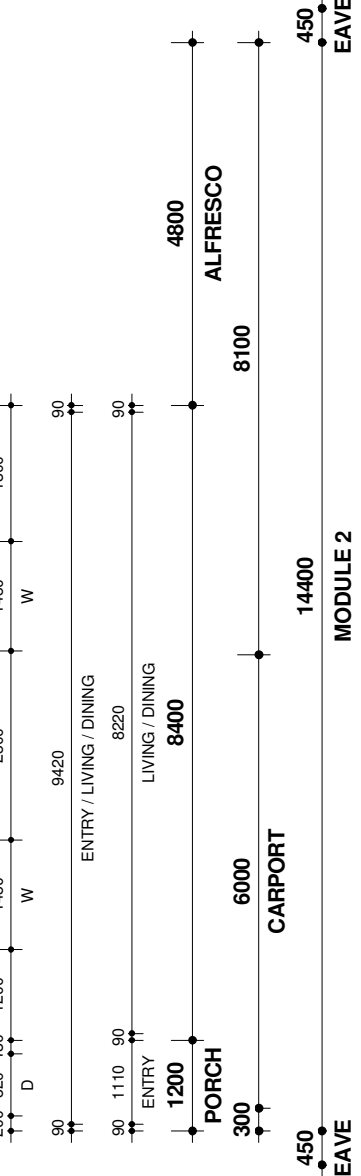
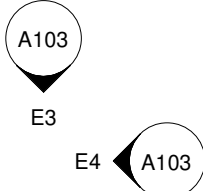
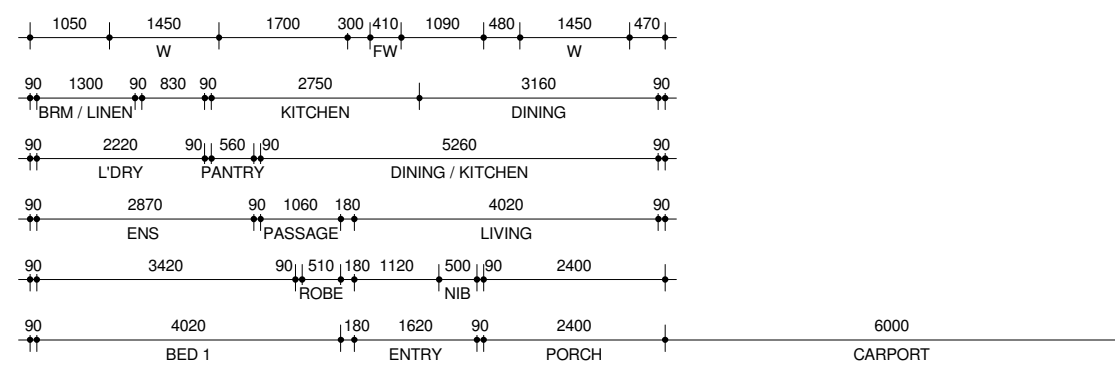
**SOIL CLASSIFICATION: "TBA"**



| BUILDING AREA |                            |
|---------------|----------------------------|
| BUILDING      | 97.92m <sup>2</sup>        |
| ALFRESCO      | 19.73m <sup>2</sup>        |
| CARPORT       | 36.00m <sup>2</sup>        |
| PORCH         | 2.88m <sup>2</sup>         |
| <b>TOTAL</b>  | <b>156.53m<sup>2</sup></b> |

| ROOF AREA                 |                            |
|---------------------------|----------------------------|
| ROOF (YARD BUILT)         | 147.31m <sup>2</sup>       |
| CARPORT ROOF (SITE BUILT) | 34.47m <sup>2</sup>        |
| <b>TOTAL</b>              | <b>181.78m<sup>2</sup></b> |



**1 FLOOR PLAN**  
1 : 100

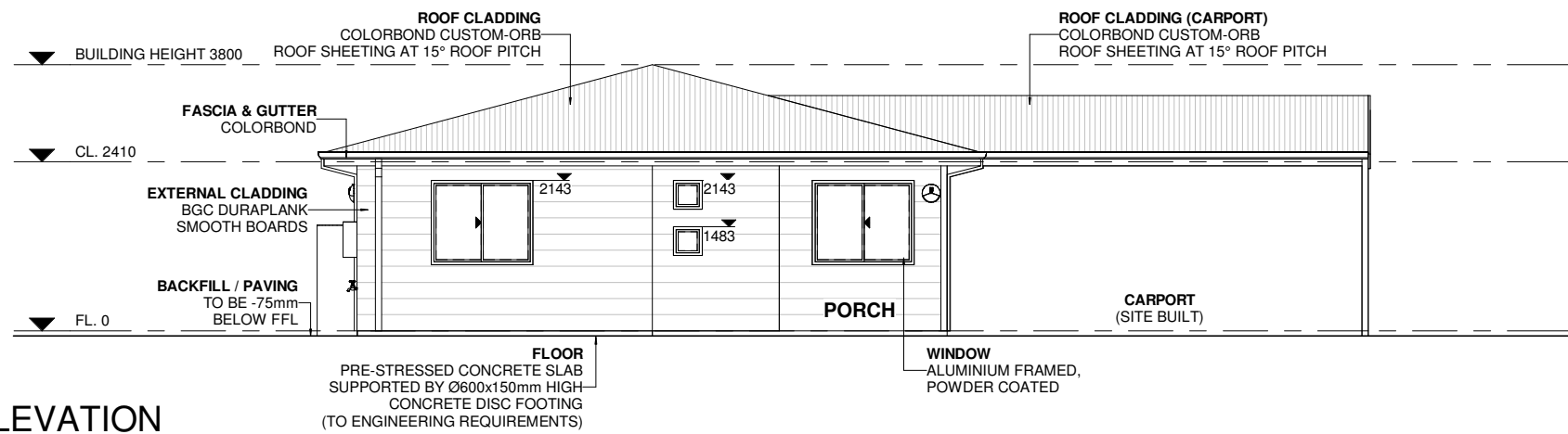
|             |  |
|-------------|--|
| CLIENT:     | SHIRE OF CUE                                       |
| ADDRESS:    | UNIT C<br>LOT 603 (#31) DOWLEY ST.<br>CUE, WA 6640 |
| HOUSE TYPE: | BEAUFORT   |

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |

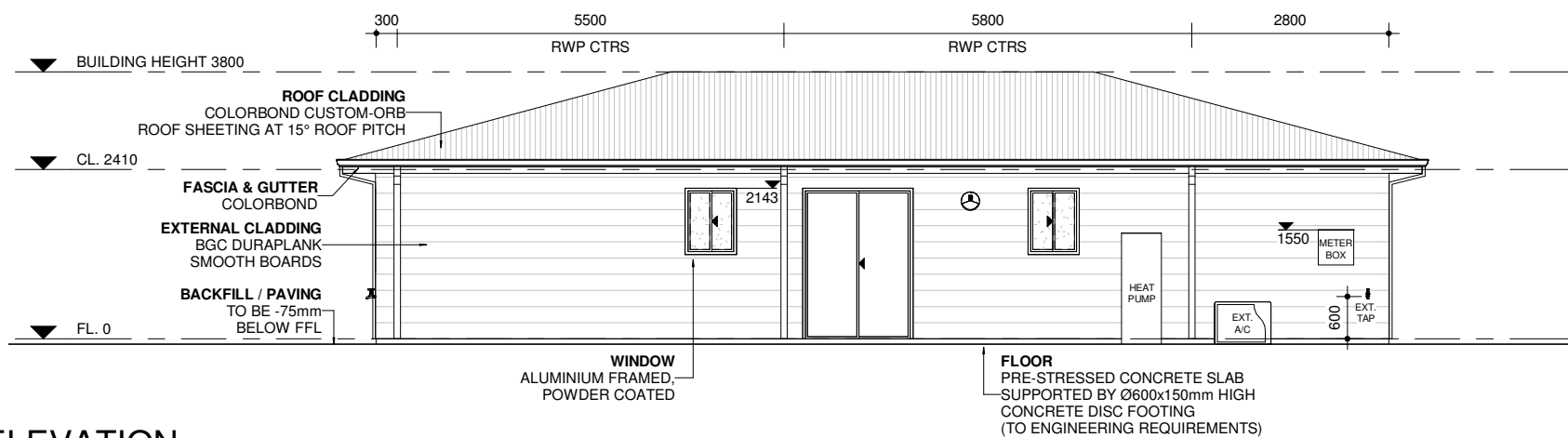
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| REV:     | SHEET                 |
| SCALE:   | A102<br>1 : 100       |

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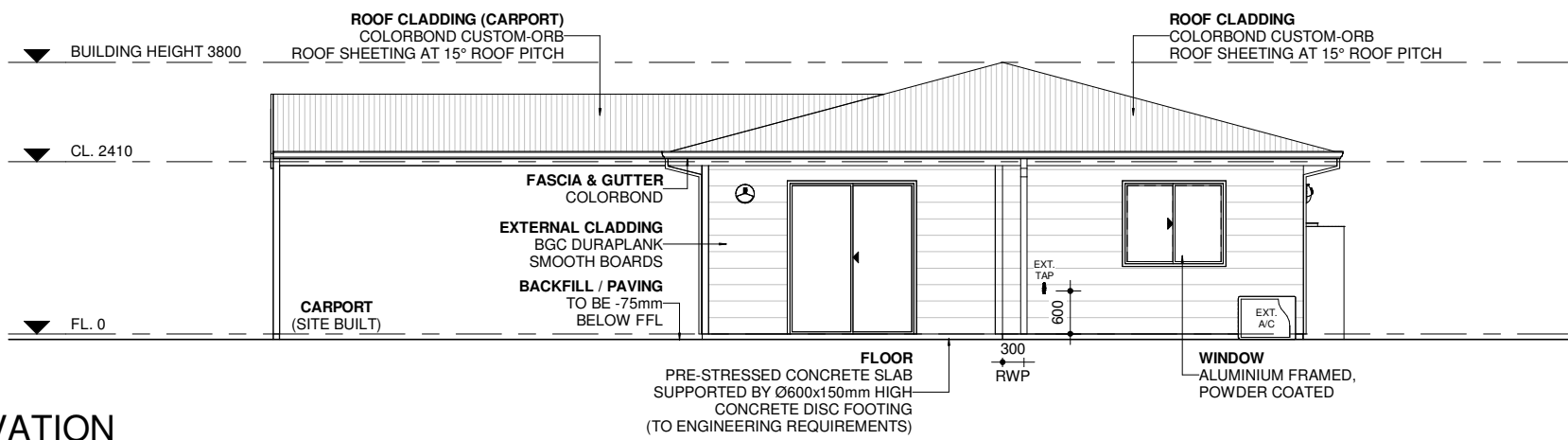
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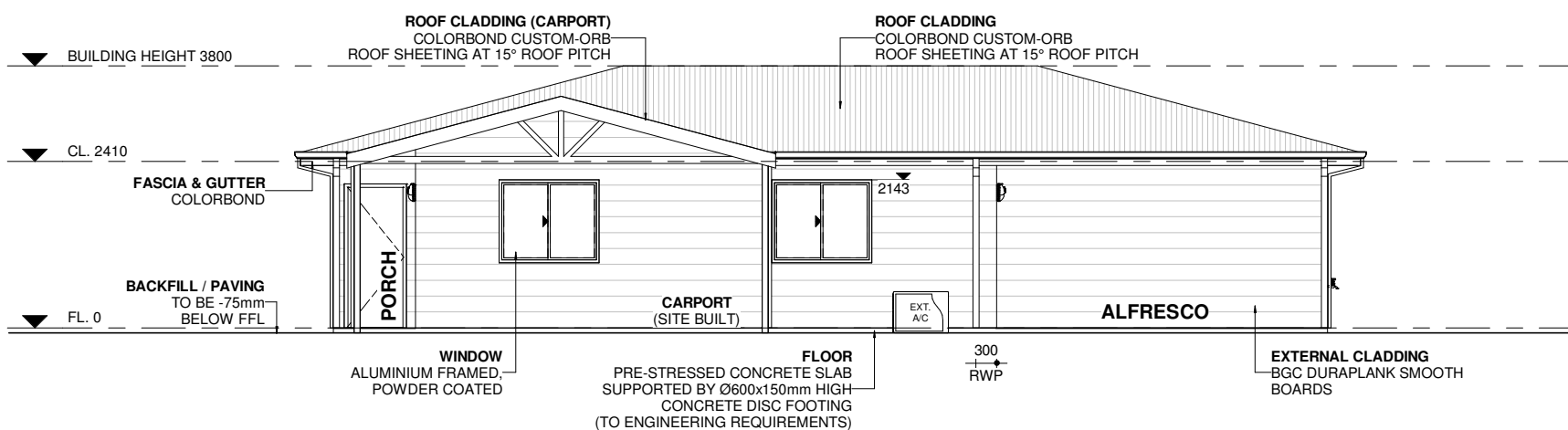
**E1 E1 ELEVATION**  
A103 1 : 100



**E2 E2 ELEVATION**  
A103 1 : 100



**E3 E3 ELEVATION**  
A103 1 : 100




**E4 E4 ELEVATION**  
A103 1 : 100

CLIENT: SHIRE OF CUE  
ADDRESS: UNIT C  
LOT 603 (#31) DOWLEY ST.  
CUE, WA 6640  
HOUSE TYPE: BEAUFORT

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |
|     |                           |            |
|     |                           |            |
|     |                           |            |
|     |                           |            |

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SCALE: A  
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## ELECTRICAL LEGEND

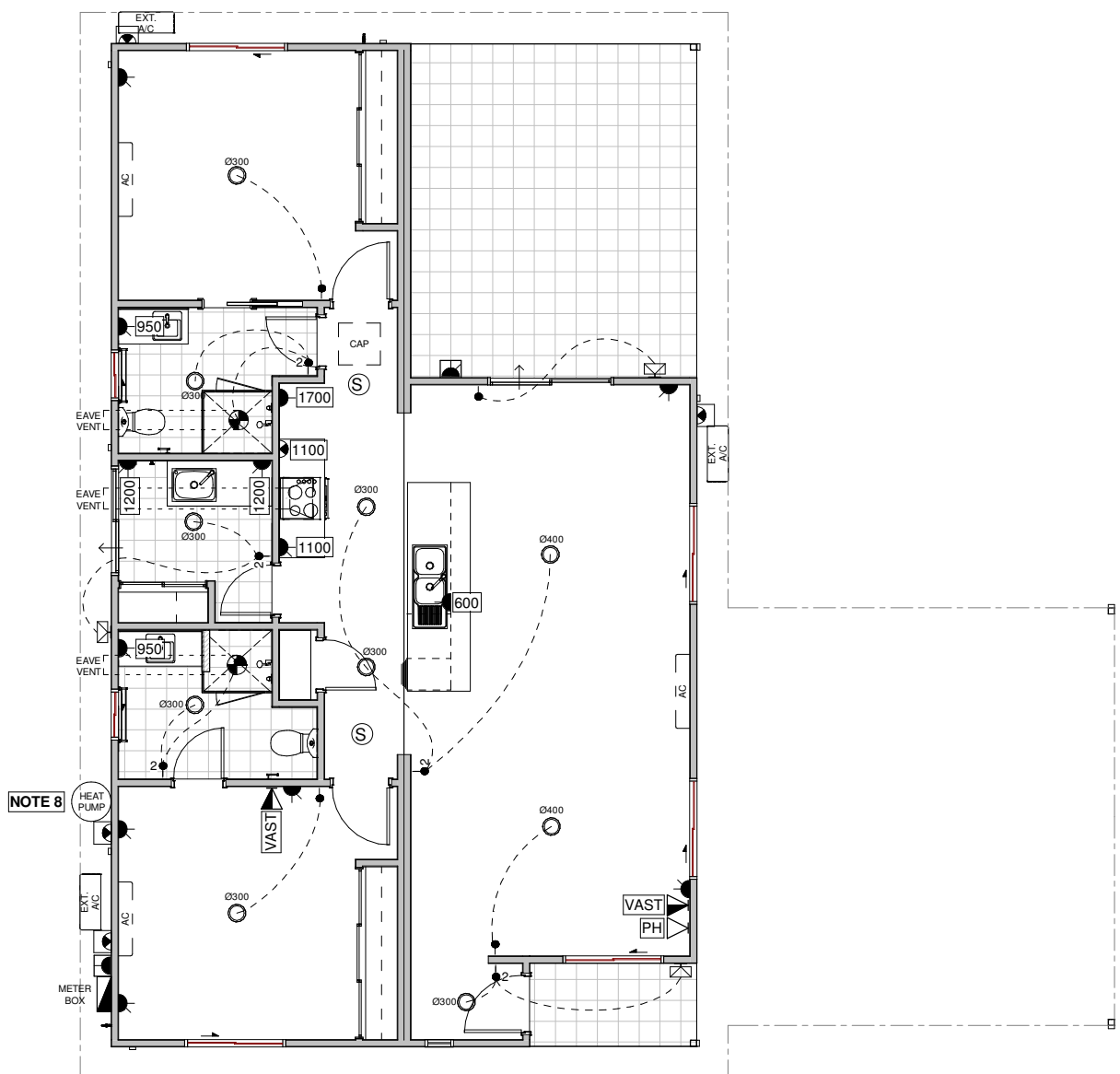
|  |   |
|--|---|
|  | CEILING LIGHT - L.E.D OYSTER FITTING        |
|  | CEILING LIGHT - L.E.D DOWNLIGHT FITTING     |
|  | CEILING LIGHT - L.E.D PENDANT FITTING       |
|  | EXTERNAL WALL LIGHT                         |
|  | EXTERNAL WALL LIGHT - UP/DOWN               |
|  | EXTERNAL FLOOD LIGHT - WITH SENSOR          |
|  | L.E.D. SURFACE MOUNTED BATTEN               |
|  | MOTION SENSOR                               |
|  | SINGLE GPO                                  |
|  | DOUBLE GPO                                  |
|  | QUAD GPO                                    |
|  | SINGLE WEATHERPROOF GPO                     |
|  | DOUBLE WEATHERPROOF GPO                     |
|  | ISOLATION SWITCH                            |
|  | AIR CONDITIONER UNIT ISOLATOR               |
|  | PHONE / DATA OUTLET                         |
|  | TV POINT                                    |
|  | LIGHT SWITCH                                |
|  | HARDWIRED SMOKE DETECTOR c/w BATTERY BACKUP |
|  | EXHAUST FAN FLUMED                          |
|  | HEAT / LIGHT / FAN                          |
|  | LIGHT / FAN                                 |
|  | CEILING FAN                                 |
|  | CEILING FAN c/w LIGHT                       |
|  | METER BOX                                   |

### ELECTRICAL NOTES:

1. ALL ELECTRICAL HEIGHTS ARE MEASURED FROM FINISHED FLOOR LEVEL
2. ALL LIGHT SWITCHES TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
3. INTERNAL GENERAL POWER OUTLETS, PHONE & DATA POINTS TO BE 300mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
4. EXTERNAL GENERAL POWER OUTLETS AND EXTERNAL ISO SWITCH TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
5. EXTERNAL LIGHT FITTINGS TO BE 1900mm ABOVE FINISHED FLOOR LEVEL - MEASURED TO UNDERSIDE OF FITTING
6. POWER TO DISHWASHER RECESS, ELECTRIC OVEN, RANGEHOOD, HOT PLATE, HOT WATER SYSTEM.
7. SUPPLY & INSTALL VAST TELEVISION SYSTEM COMPRISING OF 2 RECEIVER BOXES AND ROOF MOUNTED DISH.
8. ISOLATOR SWITCH TO BE 1000mm TO RIGHT SIDE OF HEAT PUMP WATER INLET/ OUTLET PIPE OF HOUSE.

### AIR CONDITIONING NOTE:

1. ALL EXTERNAL A/C BOOTS TO BE LOCATED MIN. 400mm ABOVE FFL.
2. FIRE BLANKET TO BE INSTALLED AROUND PIPES PRIOR TO INSTALLING ALL EXTERNAL A/C BOOTS.



1 ELECTRICAL PLAN  
A104 1 : 100

CLIENT: SHIRE OF CUE  
ADDRESS: UNIT C  
LOT 603 (#31) DOWLEY ST.  
CUE, WA 6640  
HOUSE TYPE: BEAUFORT

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |
|     |                           |            |
|     |                           |            |
|     |                           |            |

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CHECKED: BT  
REV: SHEET  
SCALE: A  
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A104

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- DIMENSIONS SHOWN ON THIS PLAN ARE TO STEEL FRAME AND DOES NOT INCLUDE EXTERNAL CLADDING OR INTERNAL LINING WIDTH.

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FHO: FULL HEIGHT OPENING

**WINDOWS**

WINDOW HEAD HEIGHT TO BE 2143mm A.F.L UNLESS NOTED OTHERWISE

**ABBREVIATION LEGEND**

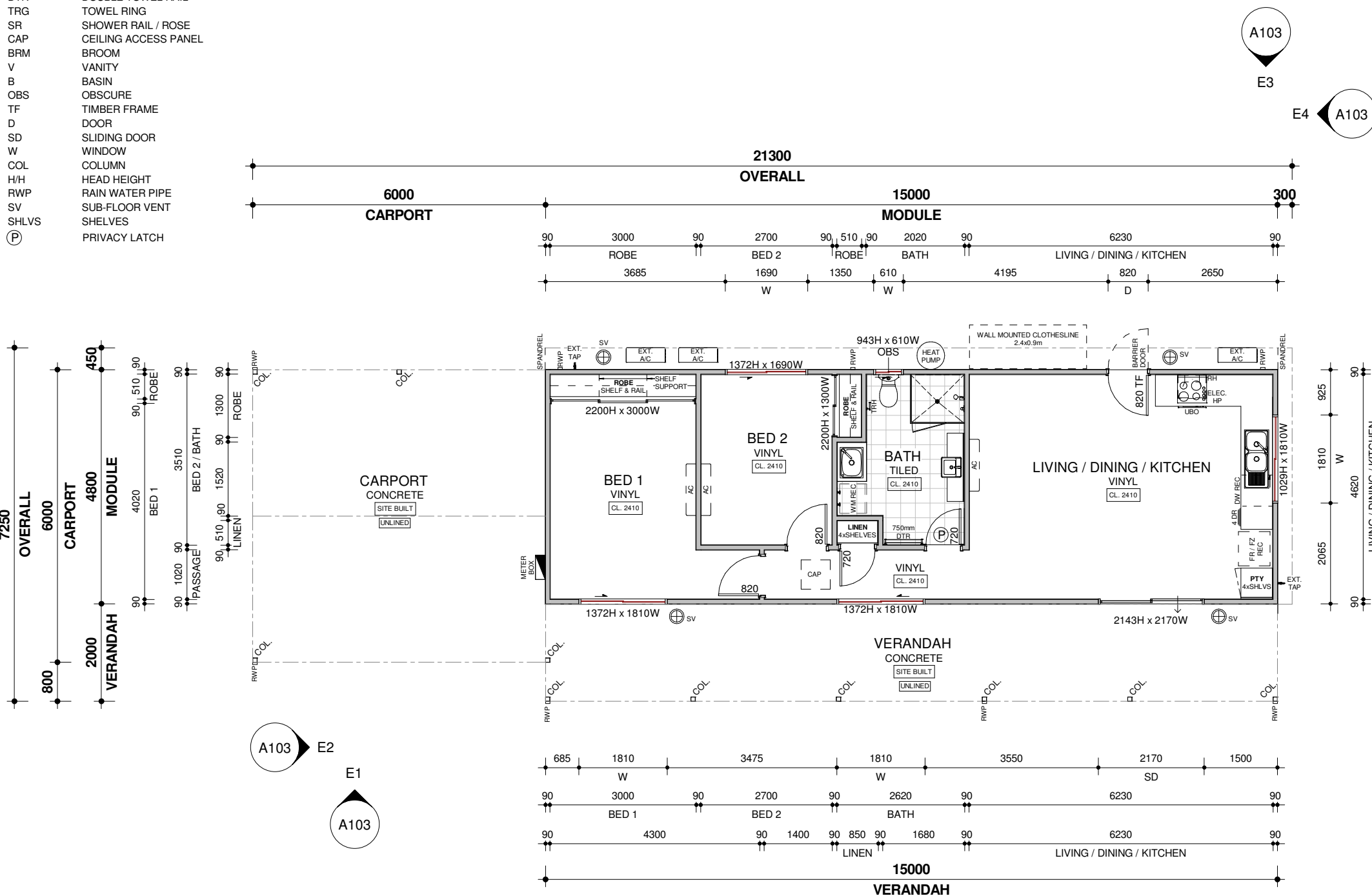
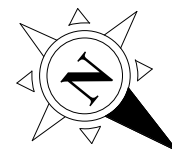
- HP HOT PLATE
- RH RANGEHOOD
- UBO UNDERBENCH OVEN
- OHC OVERHEAD CUPBOARD
- DR DRAWER
- FR/FZ REC FRIDGE / FREEZER RECESS
- DW REC DISHWASHER RECESS
- TR TROUGH
- WM REC WASHING MACHINE RECESS
- TRH TOILET ROLL HOLDER
- DTR DOUBLE TOWEL RAIL
- TRG TOWEL RING
- SR SHOWER RAIL / ROSE
- CAP CEILING ACCESS PANEL
- BRM BROOM
- V VANITY
- B BASIN
- OBS OBSCURE
- TF TIMBER FRAME
- D DOOR
- SD SLIDING DOOR
- W WINDOW
- COL COLUMN
- H/H HEAD HEIGHT
- RWP RAIN WATER PIPE
- SV SUB-FLOOR VENT
- SHLVS SHELVES
- (P) PRIVACY LATCH

WATER FEED & CAB END LOCATION TO BE CONFIRMED

**BUSHFIRE ATTACK LEVEL (BAL): LOW**

**WIND CLASSIFICATION: REGION A**

**SOIL CLASSIFICATION: "TBA"**



| BUILDING AREA |                            |
|---------------|----------------------------|
| BUILDING      | 72.00m <sup>2</sup>        |
| VERANDAH      | 30.00m <sup>2</sup>        |
| CARPORT       | 36.00m <sup>2</sup>        |
| <b>TOTAL</b>  | <b>138.00m<sup>2</sup></b> |

| ROOF AREA                  |                            |
|----------------------------|----------------------------|
| ROOF (YARD BUILT)          | 81.72m <sup>2</sup>        |
| VERANDAH ROOF (SITE BUILT) | 30.35m <sup>2</sup>        |
| CARPORT ROOF (SITE BUILT)  | 36.55m <sup>2</sup>        |
| <b>TOTAL</b>               | <b>148.62m<sup>2</sup></b> |

**1 FLOOR PLAN**  
A102 1 : 100

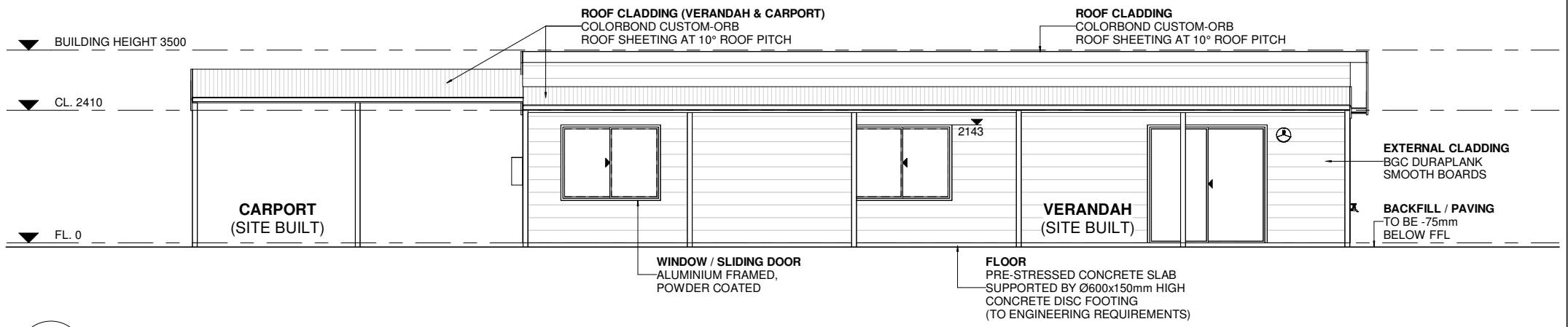
CLIENT: SHIRE OF CUE  
ADDRESS: UNIT A  
LOT 603 (#31) DOWLEY ST.  
CUE, WA 6640  
HOUSE TYPE: AUGUSTA

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |
|     |                           |            |
|     |                           |            |
|     |                           |            |
|     |                           |            |

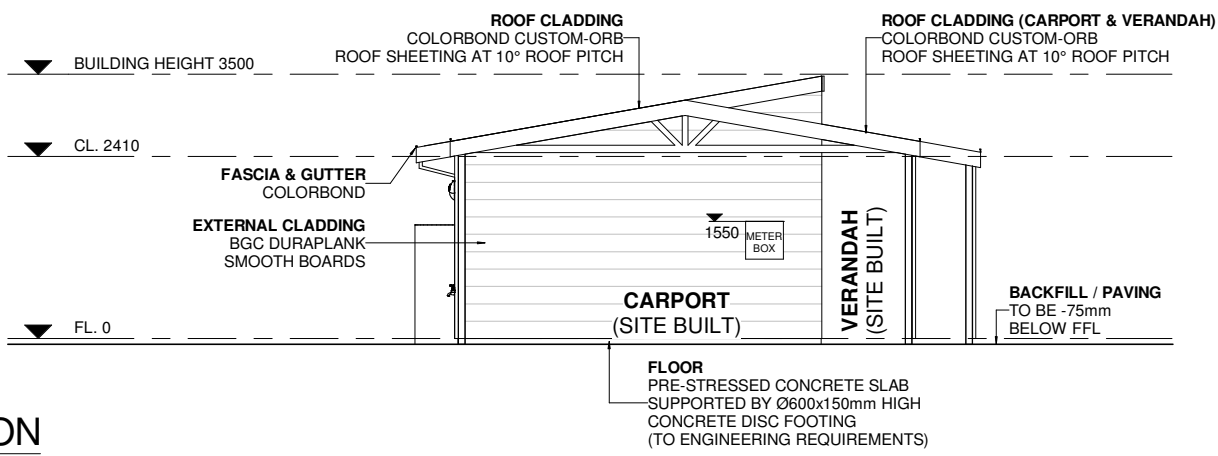
JOB No. **22041**  
DATE: 23/06/2022 1:23:42 PM  
DRAWN: **WI**  
CHECKED: **BT**  
REV: SHEET  
SCALE: **A102**  
1 : 100

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e: sales@modularwa.com.au  
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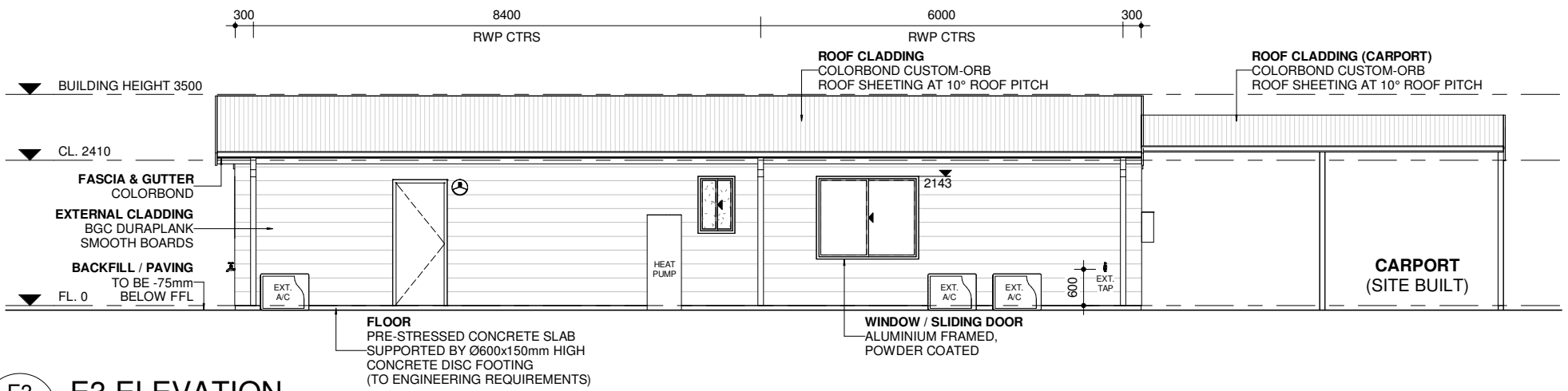
Use figured dimensions in preference to scaled.  
All dimensions to be verified and checked on the job. Copyright



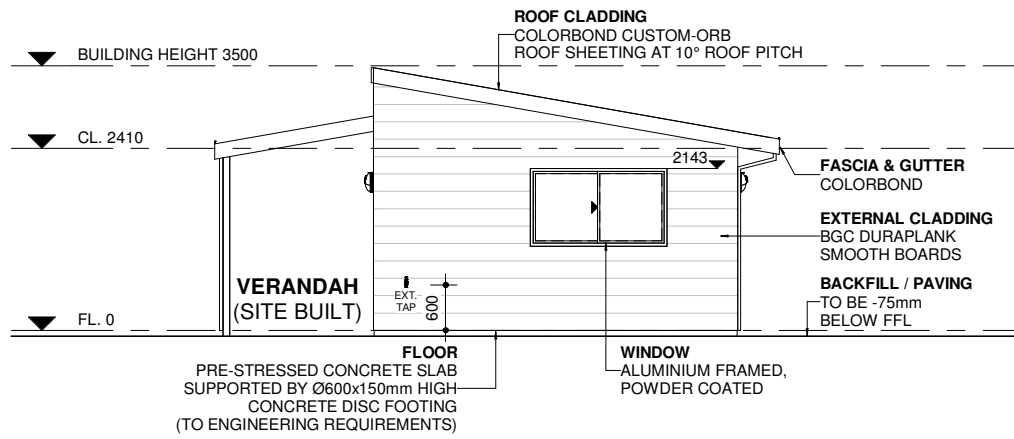
**E1 E1 ELEVATION**  
A103 1 : 100



**E2 E2 ELEVATION**  
A103 1 : 100



**E3 E3 ELEVATION**  
A103 1 : 100




**E4 E4 ELEVATION**  
A103 1 : 100

CLIENT: SHIRE OF CUE  
ADDRESS: UNIT A  
LOT 603 (#31) DOWLEY ST.  
CUE, WA 6640  
HOUSE TYPE: AUGUSTA

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |
|     |                           |            |
|     |                           |            |
|     |                           |            |
|     |                           |            |

JOB No. **22041**  
DATE: 23/06/2022 1:23:43 PM  
DRAWN: **wl**  
CHECKED: **bt**  
REV: **A**  
SCALE: **1 : 100**



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## ELECTRICAL LEGEND

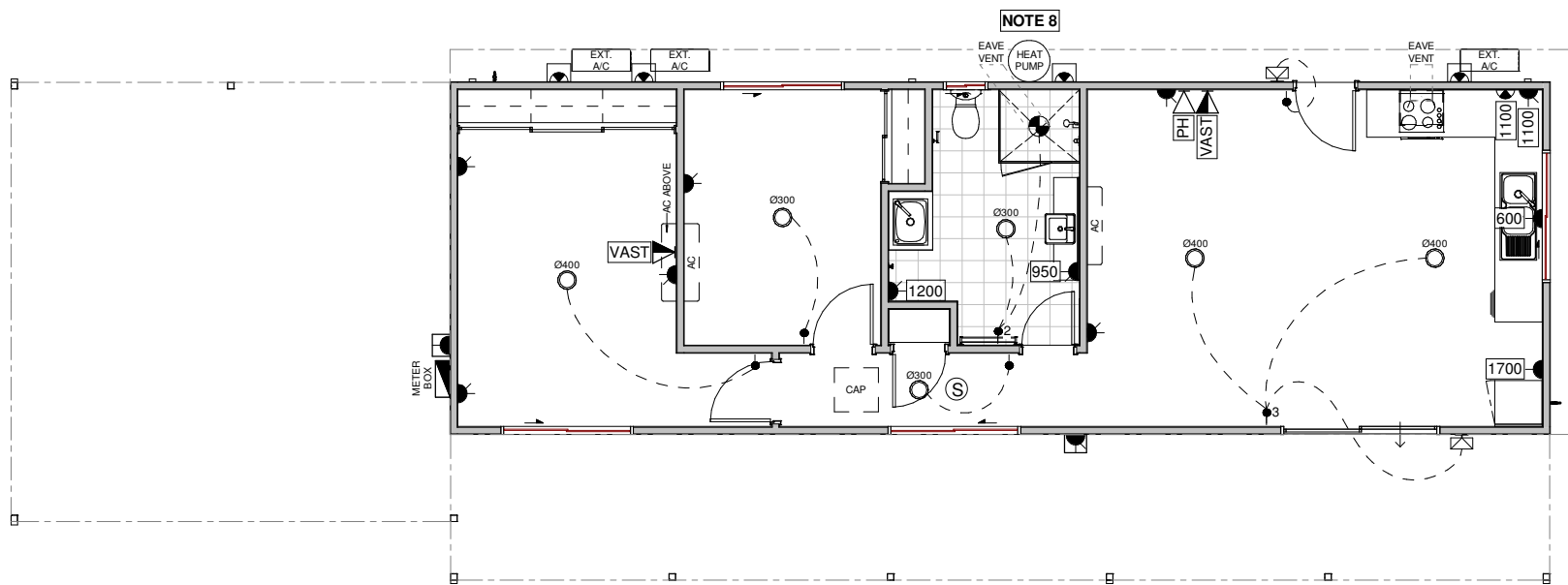
|  |   |
|--|---|
|  | CEILING LIGHT - L.E.D OYSTER FITTING        |
|  | CEILING LIGHT - L.E.D DOWNLIGHT FITTING     |
|  | EXTERNAL WALL LIGHT                         |
|  | EXTERNAL WALL LIGHT - UP/DOWN               |
|  | L.E.D. SURFACE MOUNTED BATTEN               |
|  | MOTION SENSOR                               |
|  | SINGLE GPO                                  |
|  | DOUBLE GPO                                  |
|  | QUAD GPO                                    |
|  | SINGLE WEATHERPROOF GPO                     |
|  | DOUBLE WEATHERPROOF GPO                     |
|  | ISOLATION SWITCH                            |
|  | AIR CONDITIONER UNIT ISOLATOR               |
|  | PHONE / DATA OUTLET                         |
|  | TV POINT                                    |
|  | LIGHT SWITCH                                |
|  | HARDWIRED SMOKE DETECTOR c/w BATTERY BACKUP |
|  | EXHAUST FAN FLUMED                          |
|  | HEAT / LIGHT / FAN                          |
|  | LIGHT / FAN                                 |
|  | CEILING FAN                                 |
|  | CEILING FAN c/w LIGHT                       |
|  | METER BOX                                   |

## ELECTRICAL NOTES:

1. ALL ELECTRICAL HEIGHTS ARE MEASURED FROM FINISHED FLOOR LEVEL
2. ALL LIGHT SWITCHES TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
3. INTERNAL GENERAL POWER OUTLETS, PHONE & DATA POINTS TO BE 300mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
4. EXTERNAL GENERAL POWER OUTLETS AND EXTERNAL ISO SWITCH TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
5. EXTERNAL LIGHT FITTINGS TO BE 1900mm ABOVE FINISHED FLOOR LEVEL - MEASURED TO UNDERSIDE OF FITTING
6. POWER TO DISHWASHER RECESS, ELECTRIC OVEN, RANGEHOOD, HOT PLATE, HOT WATER SYSTEM.
7. SUPPLY & INSTALL VAST TELEVISION SYSTEM COMPRISING OF 2 RECEIVER BOXES AND ROOF MOUNTED DISH.
8. ISOLATOR SWITCH TO BE 1000mm TO RIGHT SIDE OF HEAT PUMP WATER INLET/ OUTLET PIPE OF HOUSE.

## AIR CONDITIONING NOTE:

1. ALL EXTERNAL A/C BOOTS TO BE LOCATED MIN. 400mm ABOVE FFL.
2. FIRE BLANKET TO BE INSTALLED AROUND PIPES PRIOR TO INSTALLING ALL EXTERNAL A/C BOOTS.



## 1 ELECTRICAL PLAN

A104 1 : 100

CLIENT: SHIRE OF CUE  
 ADDRESS: UNIT A  
 LOT 603 (#31) DOWLEY ST.  
 CUE, WA 6640  
 HOUSE TYPE: AUGUSTA

| Rev | Description               | Date       |
|-----|---------------------------|------------|
| A   | Prepared for PPA drawings | 21.06.2022 |
|     |                           |            |
|     |                           |            |
|     |                           |            |
|     |                           |            |

JOB No. 22041  
 DATE: 23/06/2022 1:23:44 PM  
 DRAWN: WI  
 CHECKED: BT  
 REV: SHEET  
 SCALE: A  
 1 : 100

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# APPENDIX 5

# R-Codes

Assessment Checklist



Department of  
Planning



Western  
Australian  
Planning  
Commission

# R-Codes

State Planning Policy 3.1 Residential Design Codes

# R-Codes Assessment Checklist

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This document is available in alternative formats  
on application to Communication Services.



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## R-Codes Residential Development Compliance Checklist

This checklist streamlines the compliance assessment of residential development applications to support a consistent, accurate and faster determination process. It outlines the major R-Codes (Part 5) design elements to be considered for various residential development proposal types including single houses, grouped dwellings, ancillary dwellings, outbuildings, external fixtures, boundary walls or fences, patios, pergolas, verandahs, garages, carports and retaining walls. The checklist does not form part of the R-Codes and may be updated from time to time as a supplement the R-Codes Explanatory guidelines.

Use of the checklist is recommended for both applicants and decision-makers to assist in the timely determination of a proposal. Applicants are encouraged to complete the checklist and submit it to the decision-maker together with the development application form, associated plan(s) and the assessment fee.

The checklist is available online at [www.planning.wa.gov/rcodes/assessmentchecklist](http://www.planning.wa.gov/rcodes/assessmentchecklist). A draft checklist for multiple dwellings (Apartments) is also available in the draft *State Planning Policy 7.3 Apartment Design* at [www.planning.wa.gov.au/designwa](http://www.planning.wa.gov.au/designwa)

---

## R-Codes Residential Development Compliance Checklist

### General

|                         |  |
|-------------------------|--|
| Application description |  |
| Reference number        |  |

### Property details

|   |  |
|---|--|
| Address                                       |  |
| Land area                                     |  |
| Title information<br>(Lot type and easements) |  |

### Planning framework

|  |  |
|--|--|
| Metropolitan Region<br>Scheme zoning   |  |
| Local Planning Scheme<br>zoning/R-Code   |  |
| Land use permissibility  |  |
| Special control area   |  |
| Local development plan   |  |
| Structure plan area  |  |
| Development<br>contributions   |  |
| Road widening proposed   |  |
| Is referral required to<br>external agency?<br>(Main Roads, WAPC, Heritage<br>Council, etc.) |  |

### Site inspection

|   |  |
|---|--|
| Site inspection<br>undertaken   |  |
| Verge infrastructure<br>(lighting, power, water,<br>side entry pit, etc.) |  |
| Street trees  |  |
| Date of site inspection   |  |
| Summary of site<br>inspection findings/<br>photos                         | Both lots have been vacant for many years, although sections of footings of the original dwellings remain visible on-site today. |

### 5.1.1 Site area

| R-Codes deem to comply                    | Required (Table 1)   | Proposed | Compliance Yes/No |
|---|--|----------|-------------------|
| C1.1 and C1.2<br>– Site area requirements | Minimum lot area<br>square metres (m <sup>2</sup> )  |          |                   |
|   | Average lot area<br>square metres (m <sup>2</sup> )  |          |                   |
|   | Minimum frontage<br>metres (m <sup>2</sup> )   |          |                   |
| C1.3                                      | Corner truncations up to a maximum of 20m <sup>2</sup> to be added to the area of an adjoining lot |          |                   |
|   | Battle-axe<br>– access leg is no more than 20% of site area  |          |                   |

### 5.1.2 Street setback

| R-Codes deem to comply                           | Required (Table 1)   | Proposed | Compliance Yes/No |
|--|--|----------|-------------------|
| C2.1 – Primary street                            | Average setback<br>metres (m)  |          |                   |
|  | Minimum setback<br>metres (m)  |          |                   |
| C2.2 – Secondary street                          | metres (m)   |          |                   |
| C2.3 – Corner truncation                         | (as per secondary street)<br>metres (m <sup>2</sup> )  |          |                   |
| C2.4 – Porches, verandas, balconies and chimneys | Project less than 1m into street setback area and less than 20% of frontage or meets average setback |          |                   |

### 5.1.3 Lot boundary setback

Boundary (select one — north, south, east or west)

| Wall/section of wall | Major opening                                  | Length | Height | Setback required | Setback provided | Compliance Yes/No |
|----------------------|--|--------|--------|------------------|------------------|-------------------|
| Wall                 | (Y/N)  | m      | m      | m                | m                |                   |
| Eaves                | Project no more than 750mm into a setback area |        |        | m                | m                |                   |
| Wall                 | (Y/N)  | m      | m      | m                | m                |                   |
| Eaves                | Project no more than 750mm into a setback area |        |        | m                | m                |                   |

Boundary (select one — north, south, east or west)

| Wall/section of wall | Major opening                                  | Length | Height | Setback required | Setback provided | Compliance Yes/No |
|----------------------|--|--------|--------|------------------|------------------|-------------------|
| Wall                 | (Y/N)  | m      | m      | m                | m                |                   |
| Eaves                | Project no more than 750mm into a setback area |        |        | m                | m                |                   |
| Wall                 | (Y/N)  | m      | m      | m                | m                |                   |
| Eaves                | Project no more than 750mm into a setback area |        |        | m                | m                |                   |

### 5.1.3 Boundary walls

| R-Codes deem to comply  | Permitted | Proposed | Compliance Yes/No |
|---|-----------|----------|-------------------|
| Boundary wall   |           |          |                   |
| Wall length   |           |          |                   |
| Maximum height  |           |          |                   |
| Average height  |           |          |                   |
| Behind front setback  |           |          |                   |
| Adjacent to existing boundary wall of similar/greater dimension |           |          |                   |
| To one side boundary only                                       |           |          |                   |

### 5.1.4 Open space

| R-Codes deem to comply                           | Required | Proposed | Compliance Yes/No |
|--|----------|----------|-------------------|
| C4 – Open Space (refer definition in Appendix 1) | %        |          |                   |

### 5.1.5 Communal open space (grouped dwellings only)

| R-Codes deem to comply | Required  | Proposed | Compliance Yes/No |
|------------------------|---|----------|-------------------|
| C5 – Grouped dwellings | Is communal open space proposed?<br>If yes, refer 5.1.5 and 5.3.1 |          |                   |

### 5.1.6 Building height

| R-Codes deem to comply | Required (Table 3) | Proposed | Compliance Yes/No |
|------------------------|--------------------|----------|-------------------|
|------------------------|--------------------|----------|-------------------|

#### Pitched roof

|                                   |   |  |  |
|-----------------------------------|---|--|--|
| Top of external wall (roof above) | m |  |  |
| Top of pitched roof               | m |  |  |

#### Concealed, flat and skillion roof

|                                       |   |  |  |
|---------------------------------------|---|--|--|
| Top of external wall (concealed roof) | m |  |  |
|---------------------------------------|---|--|--|

### 5.2.1 Setback of garages and carports

| R-Codes deem to comply   | Required   | Proposed | Compliance Yes/No |
|--|--|----------|-------------------|
| C1.1 – Garage (Primary street)                                 | 4.5m or at least 0.5m behind the dwelling alignment? (Figure 8b) |          |                   |
|  | 3m where parallel to street                                      |          |                   |
| C1.2 – Carport (Primary street)                                | As per, 5.1.2, C2.1  |          |                   |
| C1.3 – Setback from right of way of communal street            | Manoeuvring space of at least 6m provided?                       |          |                   |
| C1.4 – Secondary street (if applicable)                        | 1.5m   |          |                   |
| C1.5 – Carports within the street setback area (if applicable) | Maximum 50% of frontage  |          |                   |
|  | Unobstructed views to and from dwelling                          |          |                   |

### 5.2.2 Garage width

| R-Codes deem to comply                 | Permitted | Proposed | Compliance Yes/No |
|--|-----------|----------|-------------------|
| C2 – Garage width relative to frontage | %         |          |                   |

### 5.2.3 Street surveillance

| R-Codes deem to comply | Required   | Proposed | Compliance Yes/No |
|------------------------|--|----------|-------------------|
| C3.1 – Entry points    | Clearly definable entry points visible and accessible from the street  |          |                   |
| C3.2 – Surveillance    | At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling |          |                   |

### 5.2.4 Street walls and fences

| R-Codes deem to comply | Required   | Proposed | Compliance Yes/No |
|------------------------|--|----------|-------------------|
| C4 – Fence height      | Fencing within front setback visually permeable above 1.2m |          |                   |

### 5.2.5 Sightlines

| R-Codes deem to comply | Required   | Proposed | Compliance Yes/No |
|------------------------|--|----------|-------------------|
| C5 – Sightlines        | No structures higher than 0.75m within 1.5m of where a driveway meets a public street or two streets intersect |          |                   |

### 5.2.6 Appearance of retained dwelling

| R-Codes deem to comply              | Required  | Proposed | Compliance Yes/No |
|-------------------------------------|---|----------|-------------------|
| C6 – Grouped and multiple dwellings | Appearance of retained dwelling upgraded to similar maintenance standard of new development |          |                   |

### 5.3.1 Outdoor living areas

| R-Codes deem to comply     | Required   | Proposed | Compliance Yes/No |
|----------------------------|--|----------|-------------------|
| C1.1 – Outdoor living area | Area in accordance with Table 1                              |          |                   |
|                            | Behind front setback   |          |                   |
|                            | Accessible from habitable room                               |          |                   |
|                            | Minimum width and length dimension of 4m                     |          |                   |
|                            | Two-thirds of the required area without permanent roof cover |          |                   |

### 5.3.2 Landscaping

| R-Codes deem to comply              | Required  | Proposed | Compliance Yes/No |
|-------------------------------------|---|----------|-------------------|
| C2 – Grouped and multiple dwellings | Street setback area without car-parking (except visitor bays) and max. 50% hard surface |          |                   |
|                                     | Disabled access paths connecting all entries to footpath and parking                    |          |                   |
|                                     | Landscaping between each six car bays to include shade trees                            |          |                   |
|                                     | Lighting to pathways, communal open space and parking                                   |          |                   |
|                                     | Bin areas conveniently located and screened   |          |                   |
|                                     | Trees <3m in height retained in communal open space                                     |          |                   |
|                                     | Sightlines for pedestrians and vehicles   |          |                   |
|                                     | Line of sight between communal open space and at least two major openings               |          |                   |
|                                     | Clothes drying areas secure and screened  |          |                   |
|                                     | Unroofed visitor bays screened from street  |          |                   |

### 5.3.3 Parking

| R-Codes deem to comply  | Required | Proposed | Compliance Yes/No |
|-------------------------|----------|----------|-------------------|
| C3.1 – Resident parking | bays     |          |                   |
| C3.2 – Visitor parking  | bays     |          |                   |

### 5.3.4 Design of car parking spaces

| R-Codes deem to comply                       | Required                                      | Proposed | Compliance Yes/No |
|--|---|----------|-------------------|
| C4.2 – Car space and manoeuvring area design | As per AS 2890.1                              |          |                   |
| C4.2 – Visitor bays                          | Marked and signposted                         |          |                   |
|  | Located outside of security barrier           |          |                   |
|  | Accessible path provided                      |          |                   |
| C4.3 – Landscaping                           | Landscaping between each six consecutive bays |          |                   |

### 5.3.5 Vehicular access

| R-Codes deem to comply  | Required   | Proposed | Compliance Yes/No |
|---|--|----------|-------------------|
| C5.1 – Access to on-site parking  | Provided from right-of-way, or secondary street where no right-of-way exists, or primary street where no secondary street or right-of-way exists |          |                   |
| C5.2 – Driveways to primary and secondary streets   | Minimum width of 3m for driveways serving four dwellings or less   |          |                   |
|   | Maximum width of 6m  |          |                   |
|   | Maximum aggregate width of 9m (where more than one driveway proposed)  |          |                   |
| C5.3 – Driveways  | Setback of 0.5m from side lot boundary   |          |                   |
|   | No closer than 6m to a street corner   |          |                   |
|   | Align at right angle to the street   |          |                   |
|   | Avoids street trees  |          |                   |
| C5.4 – Driveways design for two-way access and for vehicles to enter the street in a forward gear | Adequately paved and drained   |          |                   |
|   | Does driveway serve five or more dwellings?  |          |                   |
|   | Is the distance from a car space to the street 15m or more?  |          |                   |
| C5.5 – Driveways for grouped dwellings (five or more)   | Is the street a primary distributor or integrator arterial?  |          |                   |
|   | Minimum width of 4m  |          |                   |
| C5.6 – Driveways where retaining an existing dwelling   | Designed for two way access  |          |                   |
|   | 3m where retaining an existing dwelling and driveway services a grouped dwelling   |          |                   |
| C5.7 – Driveways for 20 or more grouped dwellings   | Minimum width 12m  |          |                   |



### 5.3.6 Pedestrian access

| R-Codes deem to comply | Required   | Proposed | Compliance Yes/No |
|------------------------|--|----------|-------------------|
| C6.1                   | Separate path where communal street serves more than 10 dwellings  |          |                   |
| C6.2                   | Where communal street serves more than two dwellings the configuration of the pedestrian and vehicular route is to be provided with: <ul style="list-style-type: none"> <li>• clear sight lines</li> <li>• adequate lighting</li> <li>• paving surfaces to slow traffic</li> </ul> |          |                   |
| C6.3                   | Communal street or pathway no closer than 3m to major opening  |          |                   |

### 5.3.7 Site works

| R-Codes deem to comply                 | Required   | Proposed | Compliance Yes/No |
|--|--|----------|-------------------|
| C7.1 – Site works                      | 0.5m or less between street and building or within 3m of street (whichever lesser) |          |                   |
| C7.2 – Site works behind front setback | Complies with building height and setbacks   |          |                   |
| C7.3 – Site works behind front setback | 0.5m or less within 1m of a lot boundary   |          |                   |

### 5.3.8 Retaining walls

| R-Codes deem to comply     | Required  | Proposed | Compliance Yes/No |
|----------------------------|---|----------|-------------------|
| C8.1 – Setbacks            | Setback in accordance with Table 1  |          |                   |
| C8.2 – Height and setbacks | Retaining walls less than 0.5m permitted within 1m of lot boundary to allow for landscaping |          |                   |

### 5.3.9 Stormwater management

| R-Codes deem to comply | Required                     | Proposed | Compliance Yes/No |
|------------------------|------------------------------|----------|-------------------|
| C9 – Stormwater        | Stormwater contained on site |          |                   |

### 5.4.1 Visual privacy

| R-Codes deem to comply | Setback required | Proposed | Compliance Yes/No |
|------------------------|------------------|----------|-------------------|
|                        | m (C1.1)         |          |                   |
|                        | m (C1.1)         |          |                   |

### 5.4.2 Solar access

| R-Codes deem to comply (as applicable) | Required                   | Proposed | Compliance Yes/No |
|--|----------------------------|----------|-------------------|
| R25 and lower; or                      | 25% of adjoining site area |          |                   |
| R30–R40; or                            | 35% of adjoining site area |          |                   |
| Higher than R40                        | 50% of adjoining site area |          |                   |

### 5.4.3 Outbuildings

| R-Codes deem to comply | Required  | Proposed | Compliance Yes/No |
|------------------------|---|----------|-------------------|
| C3 – Outbuildings      | Not attached to a dwelling                                |          |                   |
|                        | Non-habitable   |          |                   |
|                        | Maximum 60m <sup>2</sup> /10% of site (whichever is less) |          |                   |
|                        | Maximum wall height 2.4m                                  |          |                   |
|                        | Maximum ridge height 4.2m                                 |          |                   |
|                        | Located behind front setback                              |          |                   |
|                        | Complies with open space                                  |          |                   |
|                        | Complies with setbacks                                    |          |                   |

### 5.4.4 External facilities

| R-Codes deem to comply | Required  | Proposed | Compliance Yes/No |
|------------------------|---|----------|-------------------|
| C4.1                   | Solar collectors proposed   |          |                   |
| C4.2                   | Television aerials, essential plumbing and down pipes permitted                           |          |                   |
| C4.3                   | Other external fixtures not visible from the primary street                               |          |                   |
|                        | Designed to integrate with the building   |          |                   |
|                        | Are located so as not to be visually obtrusive  |          |                   |
| C4.4                   | Antennas, satellite dishes and the like not visible from the primary and secondary street |          |                   |

### 5.4.5 Utilities and facilities (Grouped and Multiple Dwellings)

| R-Codes deem to comply | Required  | Proposed | Compliance Yes/No |
|------------------------|---|----------|-------------------|
| C5.1                   | Min 4m <sup>2</sup> enclosed lockable store room with minimum dimension of 1.5m |          |                   |
| C5.2                   | Communal bin store area provided if necessary                                   |          |                   |
| C5.3                   | Clothes drying areas screened from street                                       |          |                   |

### 5.5.1 Ancillary dwellings

| R-Codes deem to comply | Required  | Proposed | Compliance Yes/No |
|------------------------|---|----------|-------------------|
| C1                     | Lot not less than 450m <sup>2</sup>   |          |                   |
|                        | Maximum plot ratio area of 70m <sup>2</sup>   |          |                   |
|                        | Parking provided in accordance with 5.3.3   |          |                   |
|                        | Compliance with the R-Codes with the exception of site area, street surveillance and outdoor living areas |          |                   |

**11. MOTIONS BY MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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**12. MOTIONS FOR CONSIDERATION AT THE NEXT MEETING**

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**13. NEW BUSINESS OF AN URGENT NATURE**

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

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**15. CLOSURE**

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The Presiding Member thanked those present for attending the meeting and declared the meeting closed at

**To be confirmed at Ordinary Meeting on the 16 August 2022.**

**Signed:.....**

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