



**AGENDA  
ORDINARY MEETING  
OF COUNCIL**

**20 JULY 2021**

# NOTICE OF MEETING

Please be advised that the next

## Ordinary Meeting of Council

is to be held on

**Tuesday, 20 July 2021**

commencing at **6:30pm**

in the Council Chambers at 73 Austin Street, Cue

Richard Towell

Chief Executive Officer

16 July 2021

### **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 \_\_\_\_\_

**Councillor's Names**

**Councillor's Signature**

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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_____	_____

**SHIRE OF CUE  
Ordinary Council Meeting  
AGENDA**

To be held in the Council Chambers, 73 Austin Street Cue on  
Tuesday 20 July 2021 commencing at 6:30pm

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## **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

### **STAFF:**

Mr Richard Towell, Chief Executive Officer

Ms Tracy Bachraty, Executive Assistant

Mr Glenn Boyes, Manager Finance

### **GALLERY:**

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

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Cr Fred Spindler

**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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<b><i>Council Decision:</i></b>	<b>Voting Requirement:</b> Simple Majority
<b>MOVED:</b>	<b>SECONDED:</b>
That the Minutes of the Ordinary Meeting 15 June 2021 are confirmed as a true and correct record of the meeting.	
<b>CARRIED:</b>	

<b><i>Council Decision:</i></b>	<b>Voting Requirement:</b> Simple Majority
<b>MOVED:</b>	<b>SECONDED:</b>
That the Minutes of the Special Meeting 16 June 2021 are confirmed as a true and correct record of the meeting.	
<b>CARRIED:</b>	

<b><i>Council Decision:</i></b>	<b>Voting Requirement:</b> Simple Majority
<b>MOVED:</b>	<b>SECONDED:</b>
That the Minutes of the Special Meeting 24 June 2021 are confirmed as a true and correct record of the meeting.	
<b>CARRIED:</b>	



**6. APPLICATIONS FOR LEAVE OF ABSENCE**

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**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: Glenn Boyes, Manager Finance  
DATE: 14 July 2021

***Matters for Consideration:***

To receive the List of Accounts Due & Submitted to the Ordinary Council Meeting on 20 July 2021 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 are for the month of June 2021.

Please note the credit card transactions are now shown at the top of the list of accounts in the same format as the Municipal transactions.

***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

**Officer's Recommendation:**

**Voting Requirement:** Simple Majority

That Council endorse the payments for the period 01 June 2021 to 30 June 2021 as listed at [Appendix 1](#), which have been made in accordance with delegated authority per LGA 1995 S5.42.

**June 2021**

Municipal Fund Bank EFTs	9769- 9891	\$	651,321.13
Direct Debit Fund Transfer	General	\$	30,427.42
Direct Debit Fund Transfer	Credit Card	\$	12,961.76
Payroll		\$	127,130.36
BPAY		\$	21,117.47
Cheques		\$	0.00
<b>Total</b>		<b>\$</b>	<b>842,958.14</b>

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

# APPENDIX 1

List of Accounts Paid as of June 2021							
#	Type	Date	Name	Description	Amount	Bank	Type
<b>Credit Card</b>			<b>Rob Madson</b>				
1	EFT9891	02/06/2021	BP	101.72L at \$1.379 for P1 - Landcruiser (\$140.27)	(140.27)	1	CSH
2	EFT9891	10/06/2021	Air Tools WA	Prowin tools 10m air/paint hose set, 2L pressure tank and 1.8mm gun and 6 pneumatic orbital sander for painting plant (\$877.00)	(877.00)	1	CSH
3	EFT9891	14/06/2021	Department of Transport	Change of plate for P87 Scania Prime Mover (\$28.60)	(28.60)	1	CSH
4	EFT9891	14/06/2021	Department of Transport	Change of plate and transfer for 1999 Boomerang Tri Axle Side Tipper (\$47.00)	(47.00)	1	CSH
5	EFT9891	14/06/2021	Department of Transport	Change of plate for Caravan - 2005 Sunland Winton Series III (\$28.60)	(28.60)	1	CSH
6	EFT9891	14/06/2021	Department of Transport	Change of plate for Volkswagen Amarok Dual Cab Ute (\$28.60)	(28.60)	1	CSH
7	EFT9891	17/06/2021	Metro Hotel Perth	Accommodation in Perth to pick up the tools to paint the plant (\$169.00)	(169.00)	1	CSH
8	EFT9891	18/06/2021	Smith Broughton Auctioneers	29 x vapour highbay overhead lights for Heydon Place (\$144.07)	(144.07)	1	CSH
9	EFT9891	22/06/2021	Smith Broughton Auctioneers	1 pallet of new roller wear caps for Rubbish Compactor (\$547.46)	(547.46)	1	CSH
10	EFT9891	23/06/2021	Department of Transport	Temporary moving permit for sweeper truck to do testing at airport (\$29.75)	(29.75)	1	CSH
11	EFT9891	23/06/2021	Department of Transport	Fleet vehicle registration for 2021-22 (\$10,688.70)	(10,688.70)	1	CSH
12	EFT9891	23/06/2021	Murchison Club Hotel	Meal for 3 people at the Murchsion Hotel for Pox-eclipse meeting (\$74.00)	(74.00)	1	CSH
13	EFT9891	25/06/2021	Vista Print	Business cards for new CEO (\$38.57)	(38.57)	1	CSH
14	EFT9891	25/06/2021	Over LLC	Annual subscription for graphic design software (\$95.74)	(95.74)	1	CSH
15	EFT9891	28/06/2021	Department of Transport	1999 Boomerang Tri Axle Side Tipper vehicle registration for 2021-22 (\$24.40)	(24.40)	1	CSH
					<b>(12,961.76)</b>		
<b>Direct Debit</b>							
16	Direct Debit	03/06/2021	1 - CBA MERCHANT FEE	CBA MERCHANT FEE	(241.15)	1	FEE
17	Direct Debit	03/06/2021	1 - CBA MERCHANT FEE	CBA MERCHANT FEE	(20.69)	1	FEE
18	Direct Debit	15/06/2021	1 - CBA MERCHANT FEE	CBA MERCHANT FEE	(24.54)	1	FEE
19	Direct Debit	15/06/2021	2 - BANK FEES	BANK FEES	(0.97)	1	FEE
20	Direct Debit	15/06/2021	1 - CBA MERCHANT FEE	BANK FEES	(38.48)	1	FEE
21	Direct Debit	03/06/2021	Ampol (Caltex Australia Petroleum Pty Ltd)	Fuel card purchases May 2021 (\$1,613.20)	(1,613.20)	1	CSH
22	Direct Debit	30/06/2021	Ampol (Caltex Australia Petroleum Pty Ltd)	Fuel card purchases June 2021 (\$1,897.96)	(1,897.96)	1	CSH

List of Accounts Paid as of June 2021							
#	Type	Date	Name	Description	Amount	Bank	Type
23	Direct Debit	27/06/2021	Superchoice superannuation payment - Jun 21	Payroll Deduction - Superannuation	(26,590.43)	1	CSH
			<b>Total Direct Debit's</b>		<b>(30,427.42)</b>		
<b>EFT</b>							
24	EFT9769	01/06/2021	Great Northern Rural Services	7 x Hunter PGV FC 40mm and 6 x Hunter PGV FC 50mm solenoid valves for the Water Playground (\$1,296.67)	(1,296.67)	1	CSH
25	EFT9770	01/06/2021	Kulbardi Hill Consulting	Reprint 5,000 copies of the Shire's promotional brochure (\$2,992.00)	(2,992.00)	1	CSH
26	EFT9771	01/06/2021	Murchison Club Hotel	6 x potato bake, 2 x coleslaw, 2 x pasta, 2 x salad and 60 bread rolls for Volunteer's Night on the 22/05/21 (\$330.00)	(330.00)	1	CSH
27	EFT9772	01/06/2021	PERSOLKELLY Australia Pty Ltd	Total (\$4,967.44) Town Planning consultant for the period 17/05/21-21/05/21 for 39 hrs (\$4,586.01), Town Planning consultant for the period 11/05/21-13/05/21 for 2.5 hrs (\$381.43)	(4,967.44)	1	CSH
28	EFT9773	01/06/2021	State Library of WA	Delivery costs on loaned books from the State Library for the 2020/21 financial year (\$318.91)	(318.91)	1	CSH
29	EFT9774	01/06/2021	Sydney (Ji Hyun) Kim	Reimbursement for art and crafts supplies for Youth Centre (\$96.00)	(96.00)	1	CSH
30	EFT9775	01/06/2021	Toll Ipec Pty Ltd	Freight on filter kit for Autopatch Truck, tourist brochures and tool kit for Work Depot (\$313.37)	(313.37)	1	CSH
31	EFT9776	01/06/2021	Total Tools	6 drawer evolution tool chest kit, 5pc circlip pliers set, 600V auto-ranging digital multimeter, circuit tester, and various tools for Work Depot (\$1,518.05)	(1,518.05)	1	CSH
32	EFT9777	01/06/2021	Truckline - Geraldton	Ringfeder coupling and 2 piece oversize metal sign with holder for P48 Trailer 45' Drop Deck (\$1,559.12)	(1,559.12)	1	CSH
33	EFT9778	09/06/2021	AIT Specialists Pty Ltd	Calculate Fuel Tax Credits for May 2021 (\$168.74)	(168.74)	1	CSH
34	EFT9779	09/06/2021	Bunnings Building Products Pty	2 x Dewalt blue tip screwbolts, 1 x Ryobi submersible pump, 2 x masonry drill bit and 2 x 5kg floor leveller for Work Depot (\$325.97)	(325.97)	1	CSH
35	EFT9780	09/06/2021	Landgate	Mining tenement chargeable schedule No. M2021/5, dated 16/04/21-11/05/21 (\$40.60)	(40.60)	1	CSH
36	EFT9781	09/06/2021	Nick Stevenson	Stonemasonry works at Old Gaol for the period 18/05/21-28/05/21 (\$7,483.50)	(7,483.50)	1	CSH
37	EFT9782	09/06/2021	PFD Food Services Pty Ltd	Food for CEO leaving function and refreshments for Council meetings (\$181.55)	(181.55)	1	CSH
38	EFT9783	09/06/2021	Paveline International Pty Ltd	Top and bottom wear plates and rotor for P89 Sweeper Truck (\$2,618.50)	(2,618.50)	1	CSH

List of Accounts Paid as of June 2021								
#	Type	Date	Name	Description	Amount	Bank	Type	
39	EFT9784	09/06/2021	Rema Tip Top Australia	1 tub of tyre mounting lube, 106 x tyre valves, 1 x 200mm sealfix refill (\$258.06)	(258.06)	1	CSH	
40	EFT9785	09/06/2021	Repco	Uniden UHF CB 5W Radio and mounting brackets for Volkswagen Amarok (\$505.78)	(505.78)	1	CSH	
41	EFT9786	09/06/2021	Sheddy's Independent Erectors	Install 350mm holding down bolts and attach brackets at Heydon Place (\$6,151.20)	(6,151.20)	1	CSH	
42	EFT9787	09/06/2021	Australia Day Council of WA	Annual Auspire Gold Membership 2021-2022 (\$650.00)	(650.00)	1	CSH	
43	EFT9788	09/06/2021	City of Greater Geraldton	19 tonne of mulch from Meru Landfill Site (\$98.00)	(98.00)	1	CSH	
44	EFT9789	09/06/2021	Easifleet	Easifleet vehicle lease expense for May 2021 (\$1,213.27)	(1,213.27)	1	CSH	
45	EFT9790	09/06/2021	Geraldton Towbars and Bullbars	Supply and install bullbar on Volkswagen Amarok (\$1,930.00)	(1,930.00)	1	CSH	
46	EFT9791	09/06/2021	LO-GO Appointments	Ongoing contract rates officer for the week ending 29/05/21 (\$469.39)	(469.39)	1	CSH	
47	EFT9792	09/06/2021	Landgate	Total (\$4,487.30) Mining Tenements and Valuation Roll 2020/2021 (\$4,134.50), Rural UV General Revaluation 2020/2021 (\$352.80)	(4,487.30)	1	CSH	
48	EFT9793	09/06/2021	Lawrence Hinrichs	Reimbursement for 2 x bilge pumps, 3 packets of retic fittings and vehicle transfer fee for the P92 Sunland Caravan (\$98.03)	(98.03)	1	CSH	
49	EFT9794	09/06/2021	Robert John Madson	Reimbursement for heavy vehicle certification of sweeper truck (\$682.00)	(682.00)	1	CSH	
50	EFT9795	09/06/2021	Trephleene Pty Ltd T/A Canine Control	Ranger services on 18/05/21 (\$1,540.29)	(1,540.29)	1	CSH	
51	EFT9796	09/06/2021	URL Networks Pty Ltd	VOIP charges for May 2021 (\$282.74)	(282.74)	1	CSH	
52	EFT9797	11/06/2021	Airport Lighting Specialists Pty Ltd	5 x clear lenses, 2 x blue lenses, 5 x 45W end lamps and 10 x 30W taxiway lamps for Airstrip (\$448.25)	(448.25)	1	CSH	
53	EFT9798	11/06/2021	Australia Post	Postage for the period 01/05/21-31/05/21 (\$90.56)	(90.56)	1	CSH	
54	EFT9799	11/06/2021	Hersey's Safety Pty Ltd	Brushcutter cord, fuel repair kit, rags, dusk masks, lens wipes and rigger gloves for P19 Whipper Snipper and Work Depot supplies (\$592.95)	(592.95)	1	CSH	
55	EFT9800	11/06/2021	Kleenheat Gas	2 x LPG Bulk Refill and yearly facility fee for 210kg VAP cylinder for Tourist Park and yearly facility fee for 2 x 45KG VAP cylinder for SH03 (\$1,106.04)	(1,106.04)	1	CSH	
56	EFT9801	11/06/2021	PERSOLKELLY Australia Pty Ltd	Town Planning consultant for the period 22/05/21-30/05/21 for 4.25 hrs (\$648.43)	(648.43)	1	CSH	
57	EFT9802	11/06/2021	Statewide Bearings	6 x fuel hoses for Depot and 2 x hydraulic filters for P30 Autopatch Truck (\$233.20)	(233.20)	1	CSH	
58	EFT9803	11/06/2021	Toll Ipec Pty Ltd	Freight on books, office supplies and camlock joiners (\$111.69)	(111.69)	1	CSH	

List of Accounts Paid as of June 2021							
#	Type	Date	Name	Description	Amount	Bank	Type
59	EFT9804	11/06/2021	Westate Hose Supplies	4 x camlock adaptors and 4 x camlock couplers for Town Street Resealing (\$144.34)	(144.34)	1	CSH
60	EFT9805	11/06/2021	Western Independent Foods	Total (\$485.97) Freight on toilet paper/roll, tissues, and office supplies. Purchase of 4 x 300M x 8 toilet paper, 3 x 48'S toilet rolls and 100's x 30(CTN) tissues for Staff (\$367.07), 2 x full cream milk, 2 x Moccona Coffee and 2 x raw sugar for Staff Amenities (\$118.90)	(485.97)	1	CSH
61	EFT9806	11/06/2021	Australian Taxation Office	May BAS 2021 (\$49,723.00)	(49,723.00)	1	CSH
62	EFT9807	11/06/2021	Challenge Chemicals Australia	3 x 25L tubs of disinfectant, 25L tub of laundry liquid and other cleaning chemical supplies for Tourist Park (\$459.90)	(459.90)	1	CSH
63	EFT9808	11/06/2021	Core Hospitality Group Pty Ltd (Adage)	85 x function chairs for Shire Hall (\$3,184.50)	(3,184.50)	1	CSH
64	EFT9809	11/06/2021	Countrywide Fridge Lines Pty Ltd	Freight on Dryer for Tourist Park (\$137.50)	(137.50)	1	CSH
65	EFT9810	11/06/2021	Cue Roadhouse & General Store	14 x 5kg bag of ice, milk and bread for Volunteers Night, Fuel for P29 Polaris Ranger and P30 Autopatch Truck and cleaning supplies for Tourist Park (\$264.79)	(264.79)	1	CSH
66	EFT9811	11/06/2021	LO-GO Appointments	Ongoing contract rates officer for the week ending 05/06/21 (\$776.62)	(776.62)	1	CSH
67	EFT9812	11/06/2021	Midwest Fire Protection Service & Eye Spy Security	Total (\$1,751.64) Service and supply fire protection equipment (\$1,971.64), Adjustment for accommodation we paid on Deltazone's last trip (-\$220.00)	(1,751.64)	1	CSH
68	EFT9813	11/06/2021	Trephleene Pty Ltd T/A Canine Control	Ranger services on 02/06/21 (\$1,540.29)	(1,540.29)	1	CSH
69	EFT9814	11/06/2021	Winc Australia Pty Ltd	2 x caution wet floor signs for Tourist Park (\$53.35)	(53.35)	1	CSH
70	EFT9815	12/06/2021	Aussie Sheds	First instalment on Shed Kit for GROH housing and Caravan Park House and Office (\$2,000.00)	(2,000.00)	1	CSH
71	EFT9816	12/06/2021	Braeco Sales	Valve assembly and pneumatic actuator for P69 - Bomag Stabiliser (\$419.32)	(419.32)	1	CSH
72	EFT9817	12/06/2021	Complete Landscape Solutions Pty Ltd	750m2 of green leaf park and 6 bags of organic fertiliser for GROH housing and Caravan Park House (\$5,070.00)	(5,070.00)	1	CSH
73	EFT9818	12/06/2021	Executive Compass	30% deposit on Workforce Plan 2021 (\$1,650.00)	(1,650.00)	1	CSH
74	EFT9819	12/06/2021	Golden West Lubricants (Total Oil)	40 x 450g Lithplex grease, 208L hydraulic oil, 208L Rubia engine oil, 208L Quartz 9000 engine oil and 1000L of Adblue (\$3,790.50)	(3,790.50)	1	CSH
75	EFT9820	12/06/2021	Hi Constructions	Works to the Railway Building - painting, carpentry, kitchen cabinets, demolition and other associated works (\$17,450.00)	(17,450.00)	1	CSH
76	EFT9821	12/06/2021	Moocher Contracting	Wet hire of Prime Mover and 2 x side tippers, 92.5hrs @ \$145/hour for the period 24/05/21-06/06/21 (\$14,753.75)	(14,753.75)	1	CSH
77	EFT9822	12/06/2021	Murchison Club Hotel	Meal at the Forum meeting on 08/06/21 (\$45.00)	(45.00)	1	CSH



List of Accounts Paid as of June 2021							
#	Type	Date	Name	Description	Amount	Bank	Type
78	EFT9823	12/06/2021	NAPA Auto Parts	4 x 6.5DBI UHF CB Antennas for Depot vehicles (\$950.40)	(950.40)	1	CSH
79	EFT9824	12/06/2021	PERSOLKELLY Australia Pty Ltd	Town Planning consultant for the week ending 06/06/21 for 5.5 hrs (\$839.14)	(839.14)	1	CSH
80	EFT9825	17/06/2021	Monument Murchison Pty Ltd	Rates refund for assessment A9610 LOT E51/01687 MINING TENEMENT (\$155.69)	(155.69)	1	CSH
81	EFT9826	17/06/2021	Zeedam Enterprises Pty Ltd	Rates refund for assessment A9535 LOT E20/00842 MINING TENEMENT (\$424.20)	(424.20)	1	CSH
82	EFT9827	17/06/2021	General Terrain Services Pty Ltd	Contract supervision for AGRN888 flood damage repairs from 13/05/21-26/05/21 (\$21,432.32)	(21,432.32)	1	CSH
83	EFT9828	17/06/2021	Greenfield Technical Services	Project Management of the AGRN863 flood damage works (\$3,388.00)	(3,388.00)	1	CSH
84	EFT9829	17/06/2021	Lacy Bros Pty Ltd	Earthworks for AGRN888 flood damage repairs from 13/05/21-26/05/21 (\$227,796.25)	(227,796.25)	1	CSH
85	EFT9830	17/06/2021	Dianne Lois Wandmaker	Reimbursement for 2 x keys cut for P29 Polaris Ranger (\$18.00)	(18.00)	1	CSH
86	EFT9831	17/06/2021	Elizabeth Houghton	Elected member expense claim May 21 (\$528.00)	(528.00)	1	CSH
87	EFT9832	17/06/2021	Executive Compass	Workforce Plan - Project Draft Submission (\$2,750.00)	(2,750.00)	1	CSH
88	EFT9833	17/06/2021	Five Star	Konika Minolta C454e Black / Colour meter read 13/06/2021 (\$466.48)	(466.48)	1	CSH
89	EFT9834	17/06/2021	Frederick William Spindler	Elected member expense claim May 21 (\$528.00)	(528.00)	1	CSH
90	EFT9835	17/06/2021	Leonie Fitzpatrick	Elected member expense claim May 21 (\$528.00)	(528.00)	1	CSH
91	EFT9836	17/06/2021	Leslie Matthew Price	Elected member expense claim May 21 (\$881.74)	(881.74)	1	CSH
92	EFT9837	21/06/2021	Neil William Barnden	Pavings works at 28 Dowley, 29 Allen and the Tourist Park House (\$11,935.00)	(11,935.00)	1	CSH

**List of Accounts Paid as of June 2021**

#	Type	Date	Name	Description	Amount	Bank	Type
93	EFT9838	21/06/2021	Water Corporation	Water usage and charges for 63 days from 08/04/21-10/06/21 (\$19,915.74), 10 Chesson Street (\$192.12), 12 Chesson Street (\$44.18), 14 Chesson Street (\$141.01), 15 Allen Street (\$51.49), Big Bell Camp - Wittenuom St Lot 500 (\$686.65), 18 Dowley Street (\$1,168.15), 19 Burt Street (\$541.16), 2 Chesson St, Tourist Park (\$3,461.95), 23 Allen Street (\$366.59), 28 Dowley Street (\$75.24), 29 Allen Street (\$3.65), 29 Robinson Street (\$838.27), 33 Robinson St - Brockman Park (\$3,346.13), RV Dump Site (\$13.31), 47 Dowley Street (\$55.90), 47 Marshall Street (\$67.93), 52-58 Dowley St - Tennis Courts (\$50.58), 57 Marshall Street (\$314.35), L5 Austin St - Median Strip (\$1,554.61), Heritage Building 64 Austin St, Lot 14 (\$44.18), CRC 72 Austin St - Post Office (\$7.99), 75 Austin St - Admin Office (\$945.01), 79 Austin St (\$1,107.39), 8 Victoria St Water - Playground (\$1,756.92), L22-23 Austin St - Depot (\$242.28), Darlot St - Median Strip (\$125.11), Heydon Place Lot 592 (\$90.48), Heydon Place Lot 593 (\$415.19), L51 Marshall St - Standpipe, Lot 51 (\$291.28), L500 Robinson St - Median Strip (\$53.24), L637 Wittenuom St - Oval (\$1,863.40)	(19,915.74)	1	CSH
94	EFT9839	24/06/2021	ATOM Supply	10 x 8pk toilet paper for Tourist Park (\$251.71)	(251.71)	1	CSH
95	EFT9840	24/06/2021	Angela Pickering	Electricity reimbursement for 61 days between 02/04/21-01/06/2021 (\$248.91)	(248.91)	1	CSH
96	EFT9841	24/06/2021	Aussie Sheds	Second instalment on Shed Kit for GROH housing and Caravan Park House and Office (\$9,725.00)	(9,725.00)	1	CSH
97	EFT9842	24/06/2021	Building & Construction Industry	Payment of BCITF Collections for April 2021 (\$61.75)	(61.75)	1	CSH
98	EFT9843	24/06/2021	Building Commission	Building Services Levy April 2021 (\$56.65)	(56.65)	1	CSH
99	EFT9844	24/06/2021	Fitz Gerald Strategies	Assisting the Council with the recruitment and selection of a new CEO 2021 (\$7,700.00)	(7,700.00)	1	CSH
100	EFT9845	24/06/2021	Janelle Duncan	Total (\$952.00) Electricity usage 02/04/21-01/06/21 (\$725.67) and water usage 08/04/21-10/06/21 (\$226.55) for Staff House at 6 Price St	(952.22)	1	CSH
101	EFT9846	24/06/2021	PERSOLKELLY Australia Pty Ltd	Town Planning consultant for the week ending 13/06/21 for 1hr (\$152.57)	(152.57)	1	CSH
102	EFT9847	24/06/2021	Professional PC Support Pty Ltd	Diagnose and repair issue to work computer (\$115.50)	(115.50)	1	CSH
103	EFT9848	24/06/2021	Bunnings Building Products Pty	1 x Hex drill bit extension, 1 x Hex multi drill bit, 2 x Cistern mini stop valves 1/4 turn and 7 x assorted colour fluoro spray and mark paint for Work Depot and Airport (\$85.30)	(85.30)	1	CSH

List of Accounts Paid as of June 2021							
#	Type	Date	Name	Description	Amount	Bank	Type
104	EFT9849	24/06/2021	Great Northern Rural Services	2 x Rainbird PGA solenoid coils for Oval (\$137.37)	(137.37)	1	CSH
105	EFT9850	24/06/2021	Joshua Oliveri	Auto electrical repairs on P61 Mack Prime Mover, P45 Iveco Prime Mover and P30 Paveline Autopatch Truck (\$3,700.00)	(3,700.00)	1	CSH
106	EFT9851	24/06/2021	LO-GO Appointments	Ongoing contract rates officer for the week ending 12/06/21 (\$263.34)	(263.34)	1	CSH
107	EFT9852	24/06/2021	Lacy Bros Pty Ltd	Total (\$2,384.98) Freight on toilet block from Perth to Cue for the Bank of NSW (\$1,650.00), Make and supply 18 hydraulic hoses and fittings for P30 Paveline Autopatch Truck and P90 Boomerang Tri Axle Side Tipper (\$734.98)	(2,384.98)	1	CSH
108	EFT9853	24/06/2021	Moocher Contracting	Wet hire of Prime Mover and 2 x side tippers, 38hrs @ \$145/hour for the period 08/06/21-11/06/21 (\$6,061.00)	(6,061.00)	1	CSH
109	EFT9854	24/06/2021	Murchison Club Hotel	Drinks and meals for 10 people following the council meeting on 15/06/21 (\$532.00)	(532.00)	1	CSH
110	EFT9855	24/06/2021	Professional PC Support Pty Ltd	PPS management services for July 2021 (\$2,314.76)	(2,314.76)	1	CSH
111	EFT9856	24/06/2021	Toll Ipec Pty Ltd	Freight on P89 Sweeper Truck parts, P69 Bomag Stabiliser valves and actuator, Airport lighting spares and return of books to SLWA (\$368.91)	(368.91)	1	CSH
112	EFT9857	24/06/2021	ATOM Supply	2 x Safety masks and packet of filters, 4L killrust, 20 x 50m roll of tape, 100 sanding discs for Depot (\$625.22)	(625.22)	1	CSH
113	EFT9858	24/06/2021	Atyeo's Environmental Health Services Pty Ltd	Environmental Health Services for the period 24/05/2021 - 21/06/2021 (\$4,427.94)	(4,427.94)	1	CSH
114	EFT9859	24/06/2021	Bell & Co	Refreshments for the volunteer function and for Council chambers (\$754.10)	(754.10)	1	CSH
115	EFT9860	24/06/2021	Bucher Municipal Pty Ltd (Macdonald Johnston)	Fan case cover with transition ring assembly, 2 x main nozzle hoses and miscellaneous parts for P89 - Sweeper Truck (\$3,993.96)	(3,993.96)	1	CSH
116	EFT9861	24/06/2021	Cue Community Resource Centre	Contribution to the tourist information centre's wages for 2020-21 CD09052021 (\$50,000.00)	(50,000.00)	1	CSH
117	EFT9862	24/06/2021	Dependable Laundry Solutions	Repair and replace control board on Maytag commercial dryer (\$792.00)	(792.00)	1	CSH
118	EFT9863	24/06/2021	Geraldton Mower & Repair	FS 260 ErgoStart Clearing saw plus mowing head and air filters for P19 - Whipper Snipper (\$2,661.60)	(2,661.60)	1	CSH
119	EFT9864	24/06/2021	Great Northern Rural Services	26 x solenoid valves, 20 x 25mm adaptors and tube clips for park maintenance (\$1,035.76)	(1,035.76)	1	CSH

List of Accounts Paid as of June 2021								
#	Type	Date	Name	Description	Amount	Bank	Type	
120	EFT9865	24/06/2021	HOLCIM Australia (HA) Geraldton	Total (\$35,907.20) 566T 7mm Agregate blend for town street reseal (\$17,205.76), 91T Quarry sand for town street reseal (\$1,246.25), 97T 7mm Agregate blend for town street reseal (\$2,959.39), 180T 7mm Agregate blend for town street reseal (\$5,488.09), 296T 7mm aggregate blend for town street reseals (\$9,007.71), 566T 7mm Agregate blend for town street reseal (\$17,205.76)	(35,907.20)	1	CSH	
121	EFT9866	24/06/2021	LO-GO Appointments	Ongoing contract Rates Officer for the week ending 19/06/2021 (\$541.31)	(541.31)	1	CSH	
122	EFT9867	24/06/2021	Lawrence Hinrichs	Reimbursement for Apple iPhone 128GB for CEO, 2 x D shackles and spray bottle for workshop (\$1,155.69)	(1,155.69)	1	CSH	
123	EFT9868	24/06/2021	Major Motors Pty Ltd	Compressor, dryer, pump and other parts for P30 - Autopatch Truck (\$3,347.94)	(3,347.94)	1	CSH	
124	EFT9869	24/06/2021	NAPA Auto Parts	Total (\$564.63) 4 x UHF CB Antenna 7.5DB Fibreglass (\$287.98), 2 x 12-80V Short F/Base LED Strobe lights and a 10A Solar Regulator (\$276.65)	(564.63)	1	CSH	
125	EFT9870	24/06/2021	OEM Group	Spitwater SW2021 hot & cold water electric pressure cleaner - industrial (\$10,442.30)	(10,442.30)	1	CSH	
126	EFT9871	24/06/2021	Perth Unirack	Workbench and scaffolding for painting P9 / CAT Grader and other machinery (\$2,367.00)	(2,367.00)	1	CSH	
127	EFT9872	24/06/2021	Richard David Towell	Total (\$1,277.00) 2 x Pool Cues for Youth Centre and brake controller for P2 - DCEO Vehicle (\$700.00), Pool Cue, bag and accessories for CEO's leaving gift (\$577.00)	(1,277.00)	1	CSH	
128	EFT9873	24/06/2021	Skippers Transport Parts	2 x headlights, 2 x indicator lights and indicator lamp for P38 Iveco Prime Mover (\$1,886.41)	(1,886.41)	1	CSH	
129	EFT9874	24/06/2021	Total Toilets	5lt sanitising solution with twin neck dispenser bottle and 100 x deodorising discs for P86 Portable Toilet (\$212.52)	(212.52)	1	CSH	
130	EFT9875	24/06/2021	Western Australia Sherrin Rentals	1 day hire of 20T padfoot roller on 31/05/2021 for Cue-Wondinong Road (\$286.00)	(286.00)	1	CSH	
131	EFT9876	29/06/2021	ATOM Supply	Protective clothing with embroidery for outside crew (\$326.54)	(326.54)	1	CSH	
132	EFT9877	29/06/2021	Aerodrome Management Services Pty Ltd	Annual Technical Inspection / Safety Inspection of aerodrome for CASA (\$4,356.00)	(4,356.00)	1	CSH	
133	EFT9878	29/06/2021	Aqua Pump & Irrigation	50 x Scotchlok cable joiners for reticulation maintenance (\$139.06)	(139.06)	1	CSH	
134	EFT9879	29/06/2021	Dun Direct Pty Ltd	11,007L of Diesel to Shire Depot at 1.2954/L (\$14,258.51)	(14,258.51)	1	CSH	
135	EFT9880	29/06/2021	Executive Compass	Workforce Plan - Project Submission for 2021 (\$1,100.00)	(1,100.00)	1	CSH	

List of Accounts Paid as of June 2021								
#	Type	Date	Name	Description	Amount	Bank	Type	
136	EFT9881	29/06/2021	Golden West Lubricants (Total Oil)	Alemlube hose reel, 20kg Alemlube grease kit, 410L of coolant, 228L engine oil, 208L hydraulic oil, and other materials for Depot equipment (\$6,539.08)	(6,539.08)	1	CSH	
137	EFT9882	29/06/2021	Hersey's Safety Pty Ltd	500 x jarrah guide posts for traffic signs (\$5,390.00)	(5,390.00)	1	CSH	
138	EFT9883	29/06/2021	Mark Smith Pty Ltd	Relocate gas bayonet for cooktop so the oven can be installed at CEO house (\$1,160.01)	(1,160.01)	1	CSH	
139	EFT9884	29/06/2021	Metal Artwork Creations	Jarrah desk name plaque with postage for CEO (\$55.17)	(55.17)	1	CSH	
140	EFT9885	29/06/2021	PERSOLKELLY Australia Pty Ltd	Town planning consultant for the week ending 20/06/2021 for 2hrs (\$305.14)	(305.14)	1	CSH	
141	EFT9886	29/06/2021	Purcher - International Pty Ltd	Magnum tractor fender mount for hire grid roller on Cue-Wondinong roadworks (\$416.34)	(416.34)	1	CSH	
142	EFT9887	29/06/2021	TechCloud Enterprises	Annual subscription for website maintenance and technical support (\$328.00)	(328.00)	1	CSH	
143	EFT9888	29/06/2021	Truckline - Geraldton	Aluminium wheels, rear hub drive , brake drum and other parts for P38 - Prime Mover (\$1,518.66)	(1,518.66)	1	CSH	
144	EFT9889	29/06/2021	WesTrac	Total (\$1,699.64) Decals, film and paint for P9 - Grader (\$587.94), Decal, film and paint for P9 - Grader (\$345.74), Decals, film and paint for P9 - Grader (\$148.57), Decals, film and paint for P9 - Grader (\$118.17), Decals, film and paint for P9 - Grader (\$194.08), Decals, film and paint for P9 - Grader (\$89.44), Decals, film and paint for P9 - Grader (\$181.38), Decals, film and paint fr P9 - Grader (\$11.74), Decals, film and paint for P9 - Grader (\$22.58)	(1,699.64)	1	CSH	
145	EFT9890	29/06/2021	Woodlands Distributors & Agencies	Total (\$14,293.40) 66 x Woodlands bollards of various types for walking trail and Tourist Park (\$13,996.40), 2 x Carton of black degradable dog waste bags for town oval (\$297.00)	(14,293.40)	1	CSH	
146	EFT9891		See Credit Card section above		0.00			
			<b>Total EFT's</b>		<b>(651,321.13)</b>			
<b>BPAY</b>								
147	BPAY	01/06/2021	Pivotel Satellite Pty Ltd	Satellite phone charges for May 2021 (\$217.92)	(217.92)	1	CSH	
148	BPAY	09/06/2021	Telstra Corporation Ltd	Mobile phone usage and charges for the period 27/05/21-26/06/21 (\$429.95)	(429.95)	1	CSH	
149	BPAY	04/06/2021	Horizon Power	Electricity for 61 days from 02/04/21-01/06/21 (\$15,997.59)	(15,997.59)	1	CSH	
150	BPAY	29/06/2021	Pivotel Satellite Pty Ltd	Satellite phone charges for June 2021 (\$218.89)	(218.89)	1	CSH	
151	BPAY	30/06/2021	Telstra Corporation Ltd	Phone charges for the period 13/06/21-12/07/21 (\$3,166.39)	(3,166.39)	1	CSH	
152	BPAY	30/06/2021	Telstra Corporation Ltd	Mobile phone usage and charges for the period 27/06/21-26/07/21 (\$429.95)	(429.95)	1	CSH	

List of Accounts Paid as of June 2021						
#	Type	Date	Name	Description	Amount	Bank Type
153	BPAY		DHS Official Administered Receipts CSA	Payroll Deductions	(656.78)	
					<b>(21,117.47)</b>	
<b>CHEQUES</b>						
154	CHEQUES		No cheques for the month		0.00	1 CSH
			<b>Total Cheques</b>		<b>0.00</b>	
<b>PAYROLL</b>						
155	PAYROLL		Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	(58,271.84)	1 CSH
156	PAYROLL		Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	(68,858.52)	1 CSH
			<b>Total Payroll</b>		<b>(127,130.36)</b>	
				<b>TOTAL PAYMENTS</b>	<b>(842,958.14)</b>	
				Total Credit Card	(12,961.76)	
				Total Direct Debits	(30,427.42)	
				Total EFTs	(651,321.13)	
				Total BPAY	(21,117.47)	
				Total Cheque	0.00	
				Total Payroll	(127,130.36)	
				<b>TOTAL PAYMENTS</b>	<b>(842,958.14)</b>	

## 10.2 FINANCIAL STATEMENT

APPLICANT:	Shire of Cue
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Glenn Boyes – Manager Finance
DATE:	14 July 2021

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

The Statements of Financial Activity are for the period ended 30 June 2021 including 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 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but presents a complete 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 are for the month of June 2021.

### ***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

***Officer's Recommendation:***

**Voting Requirement:** Simple Majority

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 30 June 2021, as presented at [Appendix 2](#).

***Council Decision:***

**Voting requirement:** Simple Majority

**MOVED:**

**SECONDED:**

**CARRIED:**



# 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)

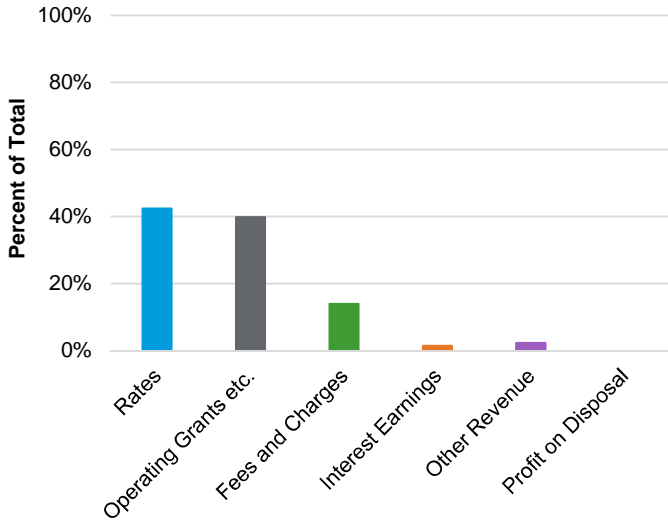
# **SHIRE OF CUE**

## **MONTHLY FINANCIAL REPORT**

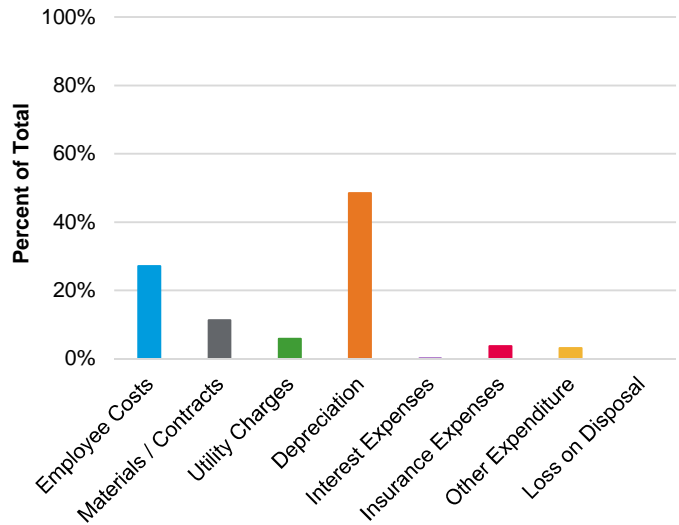
**For the Period Ending 30 June 2021**

**SHIRE OF CUE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 30 June 2021**  
**SUMMARY GRAPHS - OPERATING**

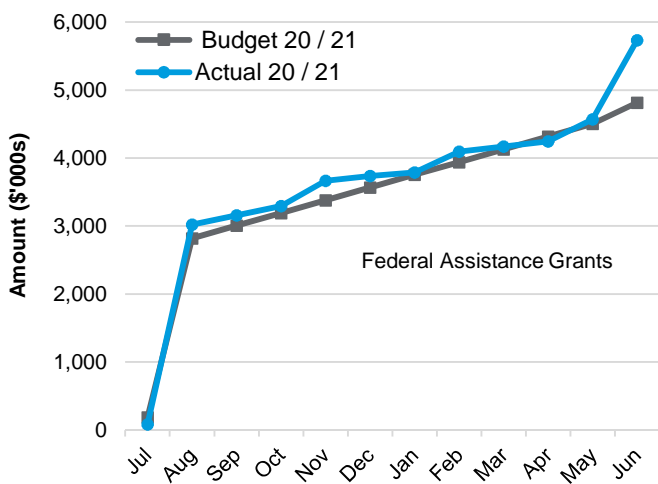
**Operating Revenue**



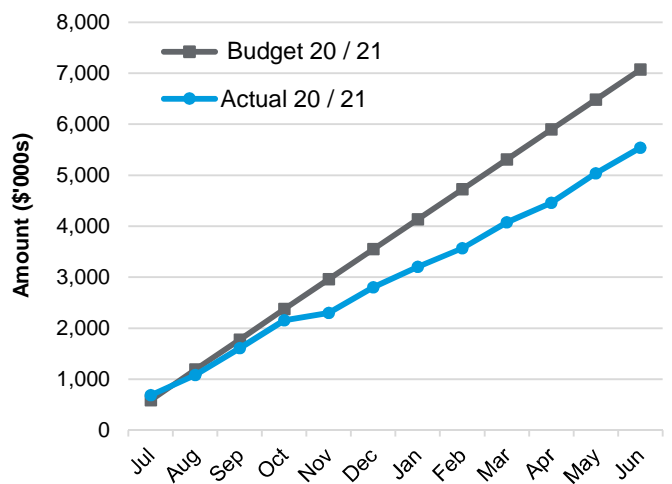
**Operating Expenditure**



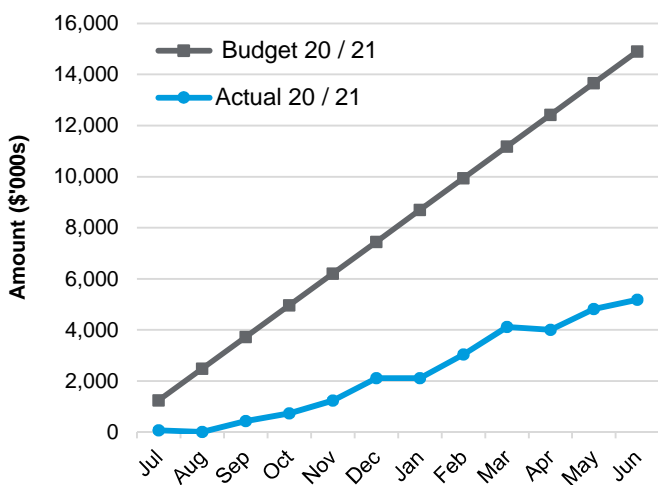
**Operating Revenue**



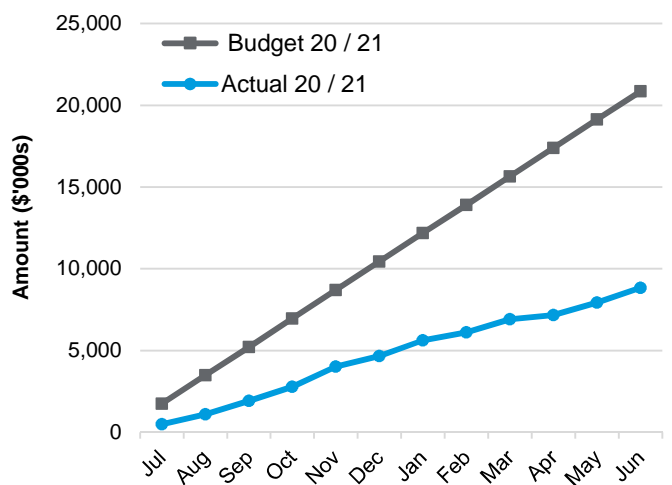
**Operating Expenses**



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

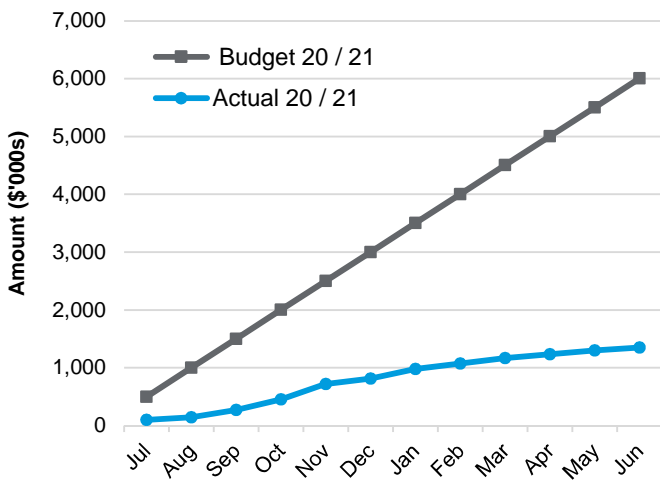


**Capital Expenses (inc. Flood Damage)**

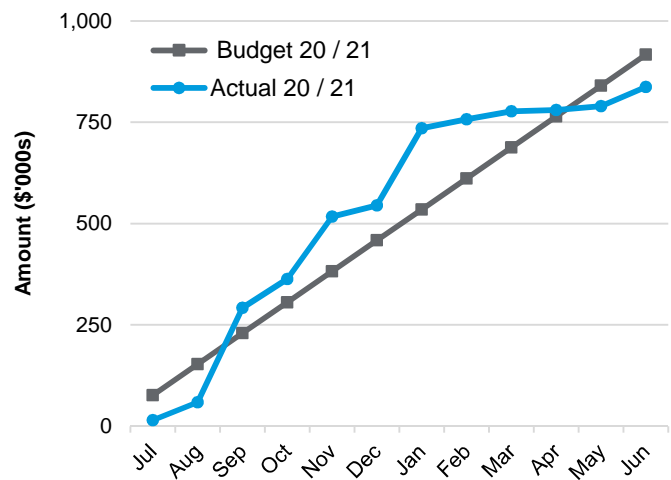


**SHIRE OF CUE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 30 June 2021**  
**SUMMARY GRAPHS - CAPITAL**

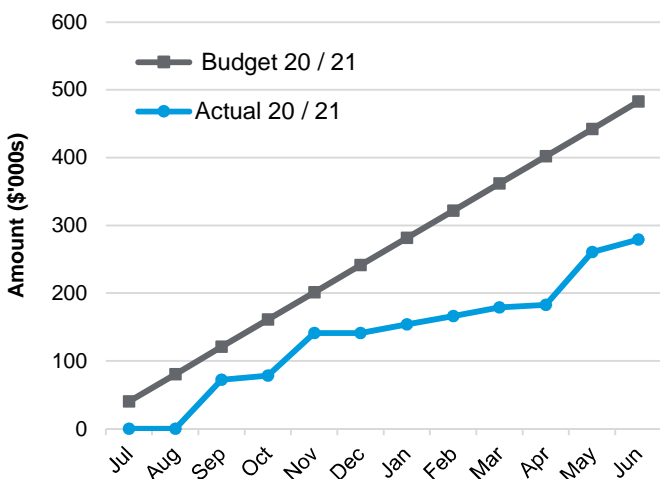
**Land and Buildings (exc. GROH Housing)**



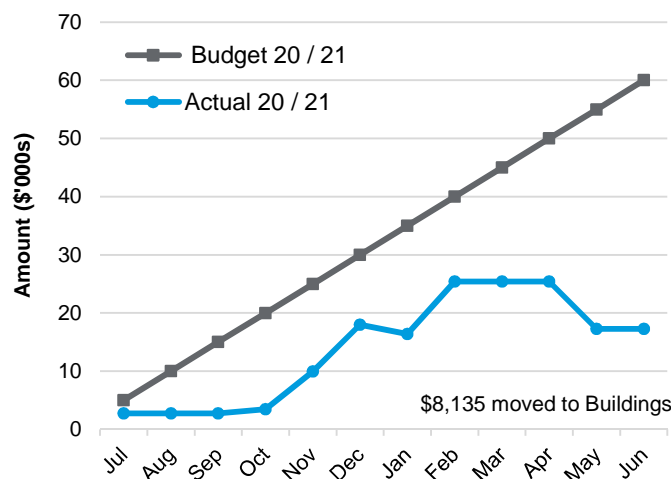
**GROH Housing**



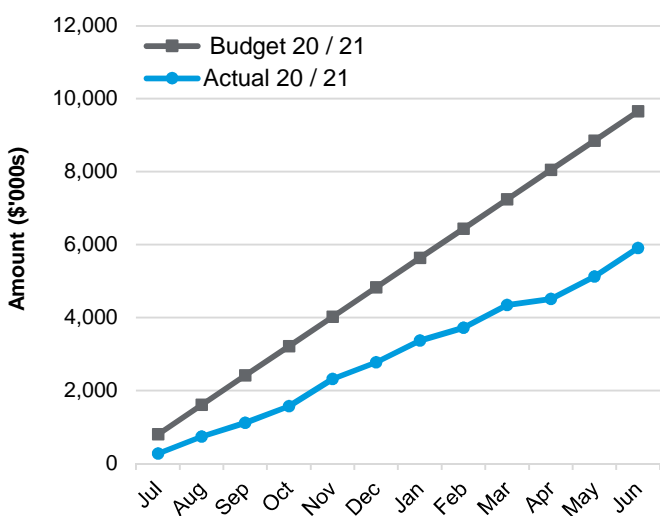
**Plant and Equipment**



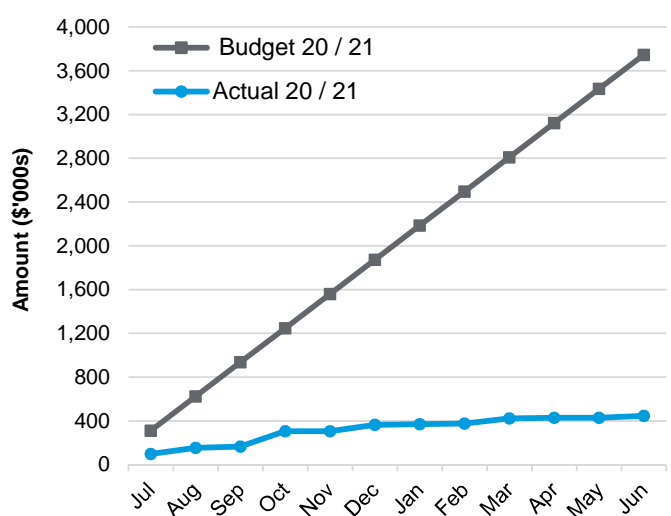
**Furniture and Equipment**



**Roads**



**Other Infrastructure**



**SHIRE OF CUE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**  
**NATURE OR TYPE**

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
<b>Opening Funding Surplus / (Deficit)</b>	2	4,009,069	4,009,069	4,009,069		
<b>Revenue from Operating Activities</b>						
Rates	9	2,393,867	2,393,867	2,432,710	38,843	2%
Grants, Subsidies and Contributions	10(a)	1,444,401	1,444,401	2,287,213	842,812	58%
Fees and Charges		712,105	712,105	800,464	88,359	12%
Interest Earnings		97,500	97,500	81,445	(16,055)	(16%)
Other Revenue		112,250	112,250	133,599	21,349	19%
Profit on Disposal of Assets	6	53,700	53,700	-	(53,700)	(100%)
		<b>4,813,823</b>	<b>4,813,823</b>	<b>5,735,430</b>		
<b>Expenditure from Operating Activities</b>						
Employee Costs		(1,999,492)	(1,999,492)	(1,503,195)	496,296	25%
Materials and Contracts		(1,418,125)	(1,418,125)	(626,213)	791,912	56%
Utility Charges		(377,801)	(377,801)	(326,724)	51,077	14%
Depreciation on Non-current Assets		(2,844,800)	(2,844,800)	(2,687,808)	156,992	6%
Interest Expenses		(22,500)	(22,500)	(11,148)	11,352	50%
Insurance Expenses		(184,005)	(184,005)	(208,035)	(24,030)	(13%)
Other Expenditure		(223,700)	(223,700)	(176,466)	47,234	21%
Loss on Disposal of Assets	6	-	-	-	-	
		<b>(7,070,423)</b>	<b>(7,070,423)</b>	<b>(5,539,589)</b>		
<b>Excluded Non-cash Operating Activities</b>						
Depreciation and Amortisation		2,844,800	2,844,800	2,687,808		
(Profit) / Loss on Asset Disposal		(53,700)	(53,700)	-		
Movement in Deferred Pensioner Rates		-	-	-		
Movement in Fair Value (LGHT)		-	-	(647)		
		<b>534,500</b>	<b>534,500</b>	<b>2,883,002</b>		
<b>Net Amount from Operating Activities</b>						
<b>Investing Activities</b>						
Grants, Subsidies and Contributions	10(b)	14,912,604	14,912,604	5,183,685	(9,728,919)	(65%)
Proceeds from Disposal of Assets		170,000	170,000	-	(170,000)	(100%)
Land and Buildings	8(a)	(6,922,500)	(6,922,500)	(2,187,720)	4,734,780	68%
Plant and Equipment	8(b)	(482,500)	(482,500)	(279,134)	203,366	42%
Furniture and Equipment	8(c)	(60,000)	(60,000)	(17,274)	42,726	71%
Infrastructure Assets - Roads	8(d)	(9,651,941)	(9,651,941)	(5,903,368)	3,748,573	39%
Infrastructure Assets - Other	8(e)	(3,747,126)	(3,747,126)	(446,101)	3,301,025	88%
		<b>(5,781,463)</b>	<b>(5,781,463)</b>	<b>(3,649,912)</b>		
<b>Net Amount from Investing Activities</b>						
<b>Financing Activities</b>						
Transfer from Reserves	4	1,414,070	1,414,070	205,000	(1,209,070)	(86%)
Repayment of Debentures	7	(91,176)	(91,176)	(91,176)	0	0%
Transfer to Reserves	4	(85,000)	(85,000)	(69,647)	15,353	18%
		<b>1,237,894</b>	<b>1,237,894</b>	<b>44,178</b>		
<b>Net Amount from Financing Activities</b>						
<b>Closing Funding Surplus / (Deficit)</b>	2	-	-	<b>3,286,336</b>		

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

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CUE**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

**For the Period Ending 30 June 2021**

**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 2020/21 year is \$25,000 or 10% whichever is the greater.

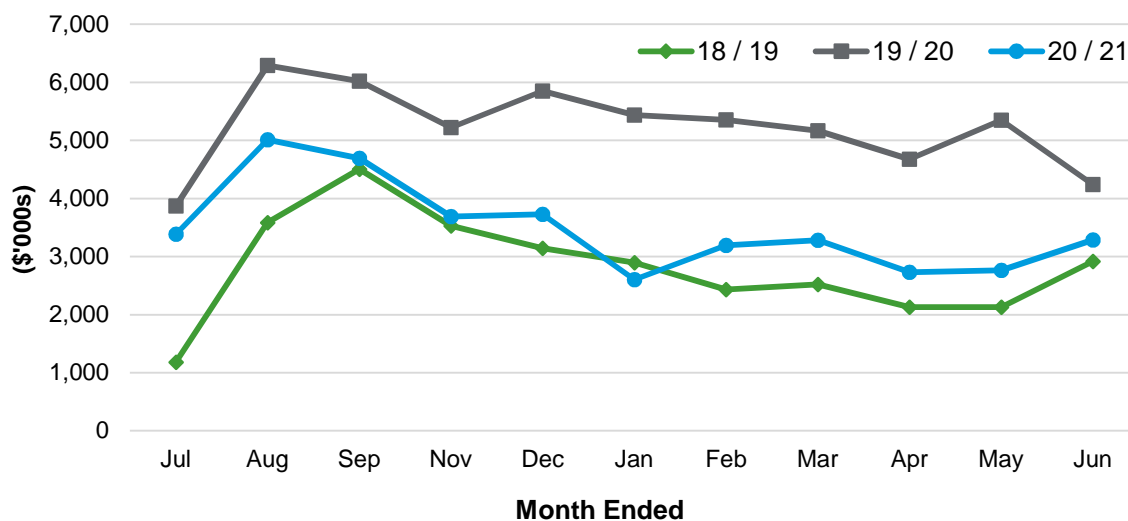
<b>Reporting Program</b>	<b>Var</b>	<b>Var</b>	<b>Var</b>	<b>Timing /</b>	<b>Explanation of Variance</b>
	<b>\$</b>	<b>%</b>		<b>Permanent</b>	
<b>Operating Revenues</b>					
Rates	38,843	2%	▲	Permanent	Rates revenue higher than expected
Grants, Subsidies and Contributions	842,812	58%	▲	Permanent	Federal assistance grants for 21/22 received in June
Fees and Charges	88,359	12%	▲	Permanent	Tourist park and airport fees higher than budgeted
Profit on Disposal of Assets	(53,700)	(100%)	▼	Permanent	No assets disposed
<b>Operating Expense</b>					
Employee Costs	496,296	25%	▲	Permanent	Employee vacancies and staffing levels
Materials and Contracts	791,912	56%	▲	Permanent	Expenditure less than budgeted
Utility Charges	51,077	14%	▲	Permanent	Expenditure less than budgeted
Depreciation on Non-current Assets	156,992	6%	▲	Permanent	Depreciation of plant less than budgeted due to review
Other Expenditure	47,234	21%	▲	Permanent	Expenditure less than budgeted
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(9,728,919)	(65%)	▼	Permanent	Timing of grants and contributions, including flood damage reimbursements
Proceeds from Disposal of Assets	(170,000)	(100%)	▼	Permanent	No assets disposed
<b>Capital Expenses</b>					
Land and Buildings	4,734,780	68%	▲	Permanent	See Note 9 (Timing of projects)
Plant and Equipment	203,366	42%	▲	Permanent	See Note 9 (Timing of plant replacement)
Furniture and Equipment	42,726	71%	▲	Permanent	See note 9 (Timing of projects)
Infrastructure - Roads	3,748,573	39%	▲	Permanent	See Note 9 (Timing of roads projects and flood damage works)
Infrastructure - Other	3,301,025	88%	▲	Permanent	See Note 9 (Timing of projects)
<b>Financing</b>					
Transfer from Reserves	(1,209,070)	(86%)	▼	Permanent	Transfers from Reserves delayed until expenditure incurred

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**

**2. NET CURRENT FUNDING POSITION**

	Note	30 Jun 21 \$	30 Jun 20 \$
<b>Current Assets</b>			
Cash Unrestricted	3	3,368,133	2,125,734
Cash Restricted	3	7,169,987	7,799,006
Receivables - Rates	5(a)	289,294	334,508
Receivables - Other	5(b)	112,208	298,405
ATO Receivable		89,648	122,704
Provision for Doubtful Debts		(52,260)	(52,260)
Accrued Income / Prepayments		37,986	1,063,010
Inventories		28,161	28,161
<b>Total Current Assets</b>		<b>11,043,157</b>	<b>11,719,270</b>
<b>Current Liabilities</b>			
Sundry Creditors		(467,491)	(559,515)
Rates Received in Advance		(3,330)	(2,525)
Revenue Received in Advance		(1,181,001)	(838,772)
GST Payable		(19,339)	(9,740)
Payroll Creditors		(44,495)	(32,322)
Deposits and Bonds		(8,000)	(7,960)
Loan Liability	7	-	(91,176)
Accrued Expenses		-	(67,128)
Accrued Salaries and Wages		-	(23,723)
<b>Total Payables</b>		<b>(1,723,656)</b>	<b>(1,632,859)</b>
Provisions		(126,543)	(126,543)
<b>Total Current Liabilities</b>		<b>(1,850,199)</b>	<b>(1,759,402)</b>
Less: Cash Reserves	4	(5,906,621)	(6,041,975)
Less: Loan Liability	7	-	91,176
<b>Net Funding Position</b>		<b>3,286,336</b>	<b>4,009,069</b>

**Net Funding Position**



**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**

**3. CASH AND FINANCIAL ASSETS**

	Unrestricted	Restricted	Total Amount	Interest Rate	Maturity Date
	\$	\$	\$	%	
<b>(a) Cash and Cash Equivalents</b>					
Cash On Hand	970		970	0.00	N/A
Cheque Account	2,172,336		2,172,336	0.00	N/A
Online Saver Account	467,697		467,697	0.20	N/A
Cash Deposit	510,195		510,195	0.37	14 Mar 22
Cash Deposit	216,934	85,437	302,371	0.50	04 Dec 21
Cash Deposit		180,000	180,000	0.45	18 Nov 21
Cash Deposit		997,929	997,929	0.40	24 Sep 21
Reserves Deposit		82,754	82,754	0.45	18 Nov 21
Reserves Deposit		1,519,760	1,519,760	0.75	15 Jul 21
Reserves Deposit		1,161,847	1,161,847	0.50	25 Oct 21
Reserves Deposit		1,330,374	1,330,374	0.97	25 Jul 21
Reserves Deposit		1,155,399	1,155,399	0.63	25 Aug 21
Reserves Deposit		656,487	656,487	0.55	11 Jun 22
<b>Total Cash / Financial Assets</b>	<b>3,368,133</b>	<b>7,169,987</b>	<b>10,538,120</b>		

**(b) Trust Fund**

Description	Opening Balance 01 Jul 20 \$	Amount Received \$	Amount Paid \$	Closing Balance 30 Jun 21 \$
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 01 Jul 20 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Jun 21 \$
Long Service Leave	62,945	-	464	-	63,409
Building Maintenance	648,556	(55,000)	4,791	-	598,347
Plant Replacement	514,091	-	3,797	-	517,888
Streetscape	317,311	-	2,344	-	319,655
Sports Facilities	122,177	-	902	-	123,079
Tourist Park Development	252,361	-	1,864	-	254,225
Water Playground	60,699	-	448	-	61,147
Beringarra Road	2,660,835	(150,000)	19,672	-	2,530,506
Tourism	123,258	-	910	-	124,168
Housing / Land Development	191,829	-	1,417	25,000	218,246
Heritage	626,815	-	4,631	-	631,446
Road Maintenance	232,939	-	1,722	-	234,661
Infrastructure	228,160	-	1,684	-	229,844
<b>Total Cash Backed Reserves</b>	<b>6,041,975</b>	<b>(205,000)</b>	<b>44,647</b>	<b>25,000</b>	<b>5,906,621</b>



**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**

**5. RECEIVABLES**

**(a) Rates Receivable**

	<b>30 Jun 21</b>
	<b>\$</b>
Current	2,118
Previous Year	111,267
Second Previous Year	85,220
Third Previous Year or Greater	90,688
<b>Total Rates Receivable Outstanding</b>	<b>289,294</b>

**(b) General Receivables\***

	<b>30 Jun 21</b>
	<b>\$</b>
Current	33,891
30 Days	690
60 Days	25,954
90+ Days	51,673
<b>Total General Receivables Outstanding</b>	<b>112,208</b>

\* - Amounts may include GST

**6. DISPOSAL OF ASSETS**

	<b>Annual Budget Profit / (Loss)</b>	<b>YTD Actual Profit / (Loss)</b>
<b>Plant and Equipment</b>	<b>\$</b>	<b>\$</b>
Caterpillar Skid Steer Loader	21,300	-
Town Crew Tipping Tray Ute	4,800	-
Toyota Landcruiser VX	22,600	-
Nissan Navarra 2WD	5,000	-
<b>Total Profit or (Loss)</b>	<b>53,700</b>	<b>-</b>

**7. INFORMATION ON BORROWINGS**

	<b>Annual Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>
<b>GROH Housing</b>			
Principal Repayments	91,176	91,176	91,176
Interest and Fees	22,500	22,500	11,148
<b>Total Repayments</b>	<b>113,676</b>	<b>113,676</b>	<b>102,324</b>
<b>Principal Outstanding</b>			
Principal Outstanding 01 Jul	935,015	935,015	935,015
Principal Repayments	(91,176)	(91,176)	(91,176)
<b>Principal Outstanding Current Month</b>	<b>843,839</b>	<b>843,839</b>	<b>843,839</b>

## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2021

## 8. CAPITAL ACQUISITIONS

## (a) Land and Buildings

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Staff Unit Housing Development	1,000,000	1,000,000	-	1,000,000
Pensioner Housing Development	1,000,000	1,000,000	-	1,000,000
GROH Housing	917,000	917,000	836,741	80,259
Staff Housing	250,000	250,000	140,129	109,871
Great Fingal Mine Office	2,000,000	2,000,000	72,060	1,927,940
Old Railway Building and Youth Centre	560,000	560,000	397,015	162,985
Town Hall Upgrades	190,000	190,000	57,853	132,147
Heritage Building Renovations	230,000	230,000	156,924	73,076
Bowling Green Upgrade	10,000	10,000	-	10,000
Works Depot Improvements	30,000	30,000	-	30,000
Tourist Park House and Office	470,000	470,000	421,171	48,829
Tourist Park Ablutions	100,000	100,000	-	100,000
Old Gaol Restoration	60,000	60,000	57,370	2,630
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	3,427	31,573
Heritage Interpretive Centre	-	-	8,076	(8,076)
Land - 43 Kinsella, 28, 31 and 33 Dowley Street	-	-	36,954	(36,954)
<b>Total Land and Buildings</b>	<b>6,922,500</b>	<b>6,922,500</b>	<b>2,187,720</b>	<b>4,734,780</b>

## (b) Plant and Equipment

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Caterpillar Skid Steer Loader	120,000	120,000	-	120,000
Toyota Landcruiser VX	85,000	85,000	-	85,000
Street Sweeper	50,000	50,000	63,786	(13,786)
Bitumen Patch Truck	50,000	50,000	83,540	(33,540)
Town Crew Tipping Tray Ute	45,000	45,000	-	45,000
Nissan Navarra 2WD	30,000	30,000	-	30,000
Ride-on Mower	25,000	25,000	19,699	5,302
Excavator Grapple	15,000	15,000	4,020	10,980
Boomerang Tri-axle Side Tipper	12,500	12,500	12,500	-
Bitumen Sprayer	12,000	12,000	-	12,000
Road Maintenance Equipment	12,000	12,000	6,158	5,842
Workshop Equipment	10,000	10,000	9,493	507
Dual Axle Heavy Duty Bitumen Trailer	10,000	10,000	-	10,000
Town Maintenance Equipment	6,000	6,000	-	6,000
2005 Sunland Winton Series III Caravan	-	-	36,000	(36,000)
Volkswagen Amarok Dual Cab Ute	-	-	43,938	(43,938)
<b>Total Plant and Equipment</b>	<b>482,500</b>	<b>482,500</b>	<b>279,134</b>	<b>203,366</b>

**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**

**8. CAPITAL ACQUISITIONS (Continued)**

**(c) Furniture and Equipment**

	<b>Annual Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>YTD Variance \$</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	25,000	25,000	17,274	7,726
<b>Total Furniture and Equipment</b>	<b>60,000</b>	<b>60,000</b>	<b>17,274</b>	<b>42,726</b>

## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2021

## 8. CAPITAL ACQUISITIONS (Continued)

## (d) Infrastructure - Roads

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Flood Damage Reimbursement (AGRN863)	3,123,336	3,123,336	2,446,045	677,291
Flood Damage Reimbursement (AGRN888)	3,150,164	3,150,164	621,532	2,528,632
Wilgie Mia Road	1,825,000	1,825,000	1,576,279	248,721
Roads to Recovery	593,843	593,843	514,508	79,335
Town Footpaths	339,598	339,598	347,313	(7,715)
Construction - Muni Funds Roads	190,000	190,000	199,761	(9,761)
Regional Roads Group	180,000	180,000	193,305	(13,305)
Cue-Beringarra Road	150,000	150,000	4,625	145,375
Grid Widening Program	100,000	100,000	-	100,000
<b>Total Infrastructure - Roads</b>	<b>9,651,941</b>	<b>9,651,941</b>	<b>5,903,368</b>	<b>3,748,573</b>

## (e) Other Infrastructure

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Waste Site - Fencing and Improvements	325,000	325,000	-	325,000
Deep Sewerage	240,000	240,000	-	240,000
Cemetery Niche Wall	35,000	35,000	-	35,000
Playground Equipment	220,000	220,000	-	220,000
Sporting Facilities	100,000	100,000	-	100,000
Oval Infrastructure	50,000	50,000	-	50,000
Walk and Cycle Trails	40,000	40,000	12,393	27,607
Airport Runway Resealing	1,400,000	1,400,000	-	1,400,000
Artificial Lawn and Retic	45,000	45,000	-	45,000
Heydon Place Industrial Development	450,000	450,000	407,323	42,677
Museum Project	180,000	180,000	11,347	168,653
Austin Street Development	100,000	100,000	-	100,000
Garden Rock Development	100,000	100,000	-	100,000
Streetscape	75,000	75,000	-	75,000
Tourist Park Improvements	40,000	40,000	14,956	25,044
CCTV	33,500	33,500	-	33,500
RV Site	30,000	30,000	82	29,918
Oasis Visitor Parking Project	23,000	23,000	-	23,000
Standpipe Automation	30,000	30,000	-	30,000
LRCIP Funded Projects	230,626	230,626	-	230,626
<b>Total Infrastructure - Other</b>	<b>3,747,126</b>	<b>3,747,126</b>	<b>446,101</b>	<b>3,301,025</b>

<b>Total Capital Expenditure</b>	<b>20,864,067</b>	<b>20,864,067</b>	<b>8,833,597</b>	<b>12,030,470</b>
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**SHIRE OF CUE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 30 June 2021**

**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	561,024	0.106200	93	59,581	58,995
GRV Commercial	299,208	0.106200	5	31,776	31,776
GRV Vacant Land	-	0.106200	0	-	-
GRV M & T Workforce	246,750	0.300000	2	74,025	74,025
UV Mining	7,418,800	0.283334	332	2,101,999	2,098,340
UV Pastoral	563,097	0.076564	14	43,112	43,113
<b>Total General Rates</b>				<b>2,310,493</b>	<b>2,306,249</b>
<b>Minimum Rates</b>					
GRV Residential	105,129	451.00	46	20,746	20,746
GRV Commercial	-	451.00	0	-	-
GRV Vacant Land	8,780	451.00	41	18,491	17,138
GRV M & T Workforce	-	451.00	0	-	-
UV Mining	100,402	451.00	131	59,081	56,375
UV Pastoral	12,295	451.00	4	1,804	1,804
<b>Total Minimum Rates</b>				<b>100,122</b>	<b>96,063</b>
<b>Total General and Minimum Rates</b>				<b>2,410,615</b>	<b>2,402,312</b>
<b>Other Rate Revenue</b>					
Rates Written-off				(43,645)	-
Discounts / Concessions				(6,355)	(6,630)
Incentive Prize				-	(1,000)
Interim and Back Rates				33,252	38,028
<b>Total Funds Raised from Rates</b>				<b>2,393,867</b>	<b>2,432,710</b>

## SHIRE OF CUE

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2021

## 10. GRANTS, SUBSIDIES AND CONTRIBUTIONS

## (a) Operating Grants, Subsidies and Contributions

	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Commission Grants	WA Government	690,228	690,228	1,427,774
Roads Commission Grants	WA Government	276,701	276,701	625,985
ESL Grant	FESA	7,500	7,500	7,282
National Australia Day Council Grant		21,000	21,000	21,000
Donations Received		800	800	-
MRWA RRG Direct Grant	MRWA	117,140	117,140	117,140
Airport Grants and Contributions	RADS	25,000	25,000	3,230
Road Maintenance		174,499	174,499	4,679
Event Contributions		47,533	47,533	-
Diesel Fuel Rebate		40,000	40,000	38,490
Sundry Income Admin		44,000	44,000	41,633
<b>Total Grants, Subsidies and Contributions</b>		<b>1,444,401</b>	<b>1,444,401</b>	<b>2,287,213</b>

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

	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
Local Roads / Community Infrastructure	Federal	570,626	570,626	-
Pensioner Housing Development	WA Government	700,000	700,000	-
Staff Unit Development	WA Government	500,000	500,000	-
Deep Sewerage	Royalties for Regions	160,000	160,000	-
Waste Site Development		100,000	100,000	-
Great Fingall Mine Development	WA Government	1,500,000	1,500,000	-
Great Fingall Mine Development		250,000	250,000	-
Railway Building	WA Government	330,000	330,000	-
Playground	WA Government	110,000	110,000	-
Flood Damage Reimbursement (AGRN863)	DFES	3,123,336	3,123,336	2,047,912
Flood Damage Reimbursement (AGRN888)	DFES	3,000,000	3,000,000	-
Wilgie Mia Reimbursement		2,100,000	2,100,000	2,302,826
Airport Grants and Contributions	RADS	1,050,000	1,050,000	-
Airport Grants and Contributions		350,000	350,000	-
Roads to Recovery	Federal	593,843	593,843	479,651
Town Footpaths		169,799	169,799	149,799
RRG - RRG Road Project Grant	RRG	120,000	120,000	144,266
Heydon Place Industrial Development		135,000	135,000	-
Tourism and Area Promotion		50,000	50,000	59,231
<b>Total Grants, Subsidies and Contributions</b>		<b>14,912,604</b>	<b>14,912,604</b>	<b>5,183,685</b>

### 10.3 SHIRE OF CUE WORKFORCE PLAN

APPLICANT:	Shire of Cue
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Richard Towell – Chief Executive Officer
DATE:	16 July 2021

***Matters for Consideration:***

To adopt the Draft 2021-2026 Workforce plan and associated organisational structure.

***Background:***

The Workforce Plan is part of the Shire's Integrated Planning and Reporting Framework. Workforce planning identifies the human resources and skills required to deliver on the medium to long-term strategic direction of the community, as outlined in the Strategic Community Plan. Workforce plans are one of several Council-focused informing strategies, with the Workforce Plan specifically identifying and developing strategies to ensure the resources employed by Council are available in the right place, at the right time using the right skills.

Council needs to know it has the capacity and capability to deliver its strategies, plans, programs and key services. If it doesn't have the capacity or capability, then the plans are unrealistic and the Shire will fail to develop into the type of community which our residents desire.

The Workforce Plan helps Council plan its human resource requirements for the next five years and beyond, and plan what needs to occur to ensure the necessary staff resources are in place when they are needed.

Part of the plan requires that an Organisational Structure is put in place that reflects the Human Resource requirements now and into the future. This has been structured taking into account the aspirations and outcomes of the Shire of Cue's Strategic Community Plan, Strategic Resources Plan and the Corporate Business Plan.

***Comments:***

The Shire engaged the services of Mark Adams from Executive Compass to undertake the engagement process and review of the Shire of Cue Workforce Plan. Feedback gathered from staff during the review has been incorporated into the plan to identify areas of improvement and future needs of the organisation.

The Shire of Cue Workforce Plan is attached at [Appendix 3](#). The proposed organisational structure that is incorporated into the plan is on the back page of the document for ease of reference. Recommendations from the review have identified some restructuring opportunities within the organisation and avenues for future expansion of the Shire's workforce.

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The Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Advisory Standards 2016, provides the following guidelines for meeting the standards in relation to workforce planning.

*Achieving Standard:*

Achieving standard is met when:

- Council has a current Workforce Plan
- The Workforce Plan identifies the current workforce profile and organisational structure
- The Workforce Plan identifies gaps between the current profile and the organisation's requirements
- The Workforce Plan identifies organisational activities to foster and develop workforce
- The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan
  
- *Intermediate Standard:*
- Intermediate Standard is met when the Workforce Plan meets the Achieving Standard and:
  - Council has a Workforce Planning policy
  - Council has a system to collect and analyse workforce information
  - Organisational activities to foster and develop the workforce are being implemented as planned
  - The Workforce Plan is integrated with other plans
  - Reports to Council identify workforce requirements and implications and Council decision making takes these into account
  - Employees have the opportunity to participate in the workforce planning process
  
- *Advanced Standard:*
- Advanced Standard is met when the Intermediate Standard has been met and:
  - Workforce planning, policy and practices are a high priority for the organisation and are incorporated into all planning, decision making, systems, policies and procedures
  - Managers include workforce considerations as an integral part of the local government's operations for which they are responsible and accountable



**Statutory Environment:**

*Local Government Act 1995,*

*5.2. Administration of local governments*

*The council of a local government is to ensure that there is an appropriate structure for administering the local government.*

*5.56. Planning for the future*

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

*19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) A corporate business plan for a district is to —*
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

**Policy Implications:**

Nil

**Financial Implications:**

The human resources that comprise the Shire of Cue’s workforce and associated contractors form a significant portion of the Shires annual expenditure. The Workforce Plan and organisational structure form a critical role in ensuring that future budgets are realistic and affordable for the Shire to deliver on the outcomes of the Shire’s Corporate Business plans and Community Strategic Plans over the short and long term.

**Strategic Implications:**

Shire of Cue – Strategic Community Plan 2017-2027

Outcome 21 – A strategically focused and unified Council functioning efficiently

2.1.2 – Continue to improve and review organisational plans

2.1.3 – Maintain accountability and financial responsibility

**Consultation:**

Mark Adams – Executive Compass

Rob Madson – Former Chief Executive Officer

Glenn Boyes – Manager Finance

Shire of Cue staff and elected members

**Officer's Recommendation:**

**Voting Requirement:** Absolute Majority

That Council:

By Absolute majority adopt the Shire of Cue Workforce Plan 2021 – 2026 as attached at [Appendix 3](#) and the proposed Organisation Structure incorporated into the Workforce Plan.

**Council Decision:**

**Voting requirement:** Absolute Majority

**MOVED:**

**SECONDED:**

# APPENDIX 3



# Shire of Cue

## Workforce Plan 2021 to 2026

**June 2021**

Version No.	Date Adopted	Amendment
1	17 September 2013	Original
1.1	21 July 2015	Figure 2.2
2.1		



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## **1. INTRODUCTION**

Welcome to the Shire of Cue's Workforce Plan.

This Plan is part of the Shire's fulfilment of the Integrated Planning and Reporting Framework, implemented by the State Government's Local Government Reform Program. All local governments in Western Australia are required to implement this framework by 1 July 2013.

This section sets out the key points of the plan, the framework and the planning cycle.

### **1.1. What is a workforce plan?**

Workforce planning identifies the human resources and skills required to deliver on the medium to long-term strategic direction of the community, as outlined in the Strategic Community Plan. Workforce plans are one of several Council-focused informing strategies, with the Workforce Plan specifically identifying and developing strategies to ensure the resources employed by Council are available in the right place, at the right time using the right skills.

The Workforce Plan partners with Council's Asset Management Plan and Long Term Financial Plan to identify the resources required to activate the community's vision and achieve the outcomes set out in the Strategic Community Plan.

### **1.2. Why does Council prepare a workforce plan?**

Council needs to know it has the capacity and capability to deliver its strategies, plans, programs and key services. If it doesn't have the capacity or capability, then the plans are unrealistic and the Shire will fail to develop into the type of community which our residents desire.

The Workforce Plan helps Council plan its human resource requirements for the next five years and beyond, and plan what needs to occur to ensure the necessary staff resources are in place when they are needed.

In summary, this resource will assist the council to:

- 1) Review and develop their workforce to meet community aspirations identified in the Strategic Community Plan in the best possible way,
- 2) Meet the requirements of Strategic Community Plans and Corporate Business Plans.



The Workforce Plan is a key informing strategy within this framework.

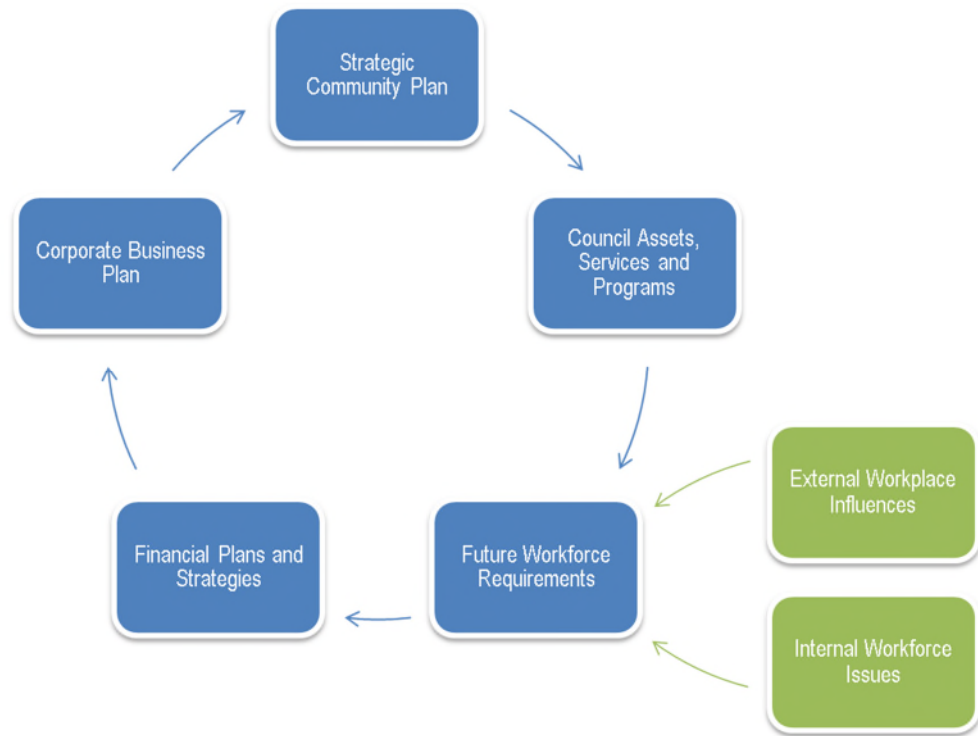
### 1.3. What influences the development of workforce management?

The Shire of Cue’s Strategic Community Plan is the driving document behind the Workforce Plan and all other Council plans. The Strategic Community Plan has been developed in partnership with the community to identify aspirations and priorities for the next 10 years and beyond.

To successfully implement the Strategic Community Plan over the long term, Council must use the best mix of resources: its people, assets and money, in an efficient and financially sustainable manner. In addition to the Workforce Plan, Council has other informing strategies, the Asset Management Plan (AMP), setting out how it will manage its assets, and the Long Term Financial Plan (LTFP), outlining the financial resources required and how these resources will be used. All these plans must work together if we are to implement the Strategic Community Plan and achieve our aspirations.

Council’s Corporate Business Plan flows from these plans and sets out what the Shire of Cue will do to progress the priorities in the Strategic Community Plan over the next four years, within the resources it has available.





The above diagram demonstrates how these plans inform and influence each other. The Workforce Plan draws on information from these plans and assesses internal and external workforce influences, such as labour supply and demand, to shape the type, size and skillset of Council's workforce. The right workforce is a critical element to delivering each of these plans.

#### 1.4. How was the Shire of Cue's Workforce Plan developed?

In developing the Workforce Plan 2021 - 2026, Council contracted the expertise of a third party consultant to conduct private one on one interviews with employees. Survey questions were provided with all recordings and ratings being documented anonymously.

The questions provided an opportunity to rate the shire on its workplace environment, management and structure, along with open comments to back the selected rating and provide feedback for future improvement.

The summary as follows;

- **22 Employees** out of 24 conducted the program 91%.
- **30 questions**, 27 allowed for rating between 1 = Dissatisfied, 2 = Neutral, 3 = Satisfied. The remaining were open for **Yes / No** answers and all questions were open for comment.
- **71% Satisfaction** of entire workforce.
- The satisfaction ranged individually from **32% to 96%**

Further detailed content on the outcomes, please refer to section 4 – “Building the Plan” of this document.

#### 1.5. Assumptions

With recent impacts of a Global pandemic touching all levels of commerce the major impacts to Cue are;

- Increased demand/ occupancy through visitation to the Tourist Park and Visitor Information Centre. Compared to prior years the shoulder and low season has seen very high visitation. Regional domestic travel is set to continue as holidaying alternatives to National and International.
- As a half way stopping point to Karajini National Park, surrounding towns of Laverton, Leinster, Wiluna, Mount Magnet, Meekatharra are also experiencing similar uplift.
- Labour shortage continues against the mining groups, specifically as the town grows, staffing accommodation will be vital.
- Supply chain and development cost escalation. All works and infrastructure planning through quantity surveyors has escalation values of +7% ++ compounding annually.
- Proposed Lithium Mining development with an estimated construction workforce of 1,000 and operations workforce of 500. Contributing to local business, contractors and spin-off destination recognition.

Council has had to make assumptions about what is likely to impact on the workforce over the next 10 years. These assumptions include:

- Population – the Shire's population will sustain its current position, however preparation for additional workers will always remain in the planning.
- Business as usual – services and service levels will remain at similar levels unless otherwise identified
- Finances – there will be wage price indexation of 3 per cent per annum
- External funding – external funding/ grants will continue as part of the stimulus post Covid. A focus on achieving maximum opportunities will be maintained.

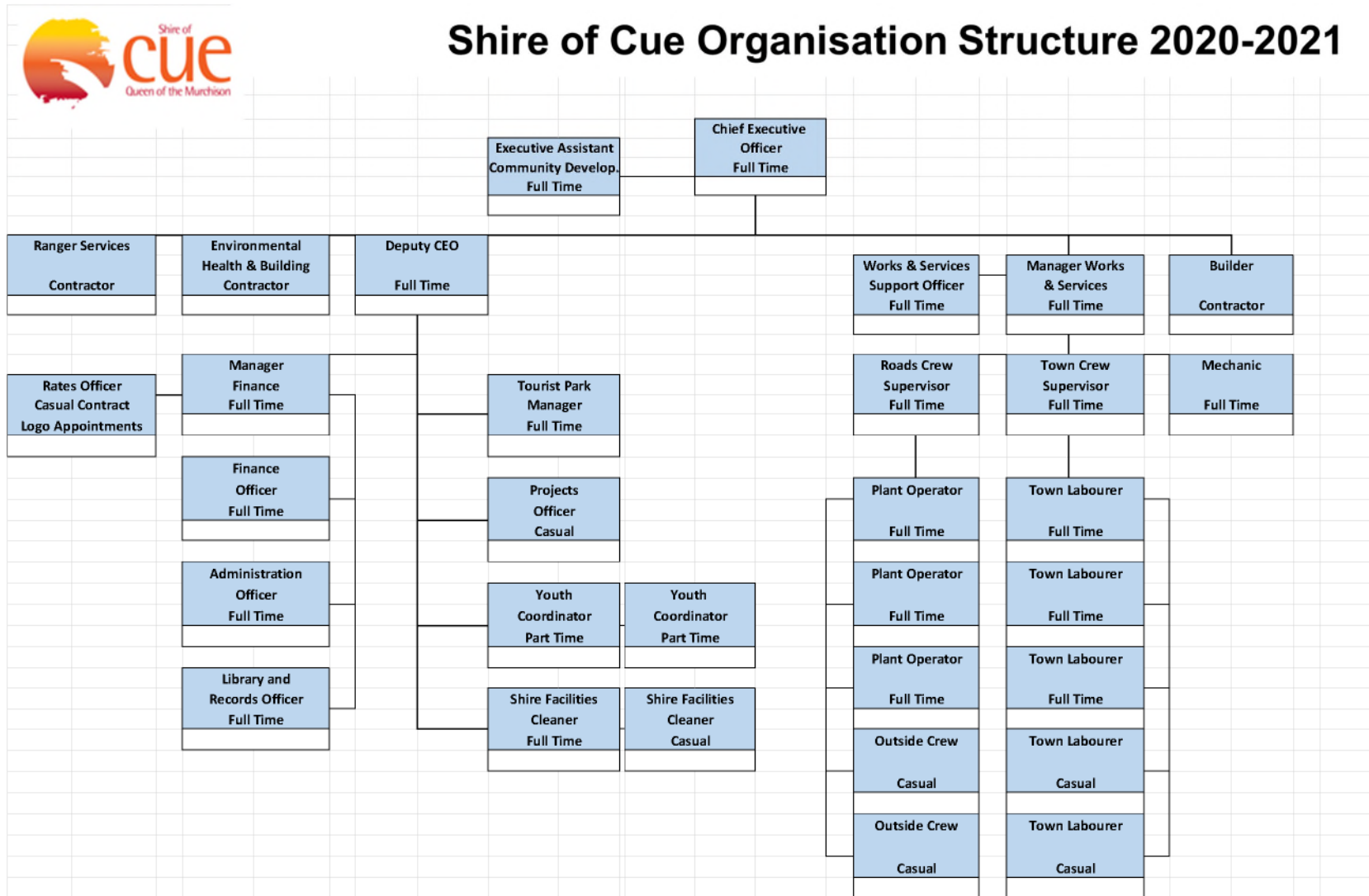
## **2. OUR WORK ENVIRONMENT**

The Shire of Cue employs 24 staff members, including full-time, part-time, fixed-term and casual employees. This is made up of 4 Management, 5 Administration (inc. Cleaner) who maintain the day-to-day operations of the Shire and provide advice to elected members, 6 town crew, 6 road crew, 2 tourist park and 2 youth coordinators.

As at 30 June 2021, the Shire of Cue's workforce demographics show:

- Of the 24 staff, 19 are full time, 3 casual & 2 part time.
- 16 of the employees are male (64%), 9 are female (34%)
- The average age for all Shire staff is 46 years.
- 46% of the workforce is over the age of 50 years.

Figure 2-1 Council's organisational structure



## **2.1. Council's service delivery**

The Shire of Cue has a range of roles and responsibilities that it undertakes from maintaining and improving local infrastructure, to the provision of recreational facilities, building, planning, health and administration services, and community development. The Council's decisions are carried out by the Shire's administration and outside work team, led by the Chief Executive Officer. Council currently provides the following services:

### Governance

- Administration and operations, facilities and services to members of Council, compliance
- Assisting elected members and ratepayers on matters not specific to Council services

### Funds

- Rates, other revenue sources, general purpose government grants and interest revenue

### Law, Order, Public Safety

- Supervision of various local laws, fire prevention, emergency services, lighting and animal control

### Health

- Food quality, support of community health, waste water control, noise control, and pest control, vermin control

### Education and Welfare

- Support for Community Resource Centre

### Housing

- Maintenance of staff and rental housing

### Community Amenities

- Rubbish collection services, operation of refuse disposal sites, administration of town planning scheme, maintenance of the cemetery, maintenance of public convenience and town water drainage, community bus, street scape, noxious weed control

### Recreation and Culture

- Maintenance of hall, recreation centres, various reserves and library service

### Transport

- Construction and maintenance of streets, roads, bridges, depot and airstrip, cleaning and lighting of streets

### Economic Services

- Provision of tourism facilities including maintaining heritage sites, regional and local area promotion, building control, caravan park, contracted services, co-ordination of economic activity

### Property and Other Services

- Private works operations, plant repairs and operations

### 3. LOOKING TO THE FUTURE

It is widely acknowledged the national and international workforce is changing. Changes in the national and state demographic profile, a burgeoning mining sector, skills shortages, emerging technology and international economic uncertainty make workforce planning in the current environment more challenging than it has been for several decades.

#### 3.1. EXTERNAL INFLUENCES

External influences that will have a **major** impact on Council include:

##### WORKFORCE SUPPLY

**An aging workforce** – a large number of ‘baby boomers’ are nearing retirement. *Australia to 2050* notes that the proportion of people aged 65 and over will increase from 13% to 20% of the population at the same time as those of working age will decrease from 67% to 60% of the total population.<sup>1</sup>

The result of this is that more of the workforce (particularly executive and senior level employees) will retire, taking with them experience, corporate and technical knowledge and expertise. Older employees may elect to move increasingly to part-time employment and a phased retirement. An older workforce may lead to more health and wellbeing issues and increased use of sick leave. Aged care services may experience higher demands due to aged population growth.

**Skill shortages** – Skill shortages across Australia continue to be a problem in a number of fields for local government. Located in the state most heavily impacted by the resource and energy sectors, Councils have, and are likely to continue facing greater difficulties in sourcing and securing the long term service of candidates with engineering and technical fields in particular.

From 2016 onwards, it is expected that there will be a larger number of people exiting the labour market than those entering it. This future gap is not limited to Western Australia, and extends beyond the state and national levels to some parts of the international workforce, impacting the availability of skilled migrants.

- The following are professional areas of known and forecast skill shortages expected to impact on typical Council services:
- Engineering and civil construction
- Planning and building
- Environmental health
- Finance
- Surveying
- Environmental services.

The impacts on Council will include having less qualified staff filling essential roles or greater use of external consultants, which will impact the risk profile. More detailed recruitment and retention strategies will be required, which means that recruiting costs will increase. Market salaries will rise and in this context organisational relativity will need to be maintained.

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<sup>1</sup> Commonwealth of Australia, *Australia to 2050: Future Challenges*, 2010

Strategies will be needed to cover longer term vacancies, including outsourcing. In some instances, service level reviews and demand management will be required, where practical.

## **RECRUITMENT, RETENTION, WORKFORCE STRUCTURE**

**Trend to part-time work** - The 2011 Census identified a trend away from full-time to part-time employment. As the population ages, it is expected that this trend will continue as older employees seek to reduce their hours prior to retirement. The impact of this will be that flexible employment options will be needed. Systems and processes will need to allow for different employment types in the workforce and asset and technology access will need to increase for a larger workforce.

**Globalisation** – Society is changing and we are more connected to the rest of the world than ever before. Global issues such as climate change and environmental sustainability are changing the way we have traditionally delivered services and created new compliance requirements. Technological change has advanced to a point where we are continuously connected with our work customers and colleagues, with few if any physical boundaries.

The impacts of this are that new technologies require new skills and expectations on availability and access to staff will need to change. Technology will enable staff to work remotely which will see increased customer expectations for 24/7 service, placing pressure on traditional work hours, conditions and ‘work-life’ balance.

Smaller workforces like the shire of Cue tend to find the physical attendance in workplace far more valuable to operations.

**Market competition** – Growth in the resource and energy sectors is creating competition for some skills types and having a ‘knock on’ effect on others as workers change careers, attracted by higher wages and work shifts.

The impacts of this are possible increased difficulty to fill essential roles, therefore competitive recruitment and retention strategies will be increasingly required. And as above recruitment costs will increase and salary expectations will increase.

Regional and remote local government organisations have additional challenges around recruitment associated with geographic location, size of towns and limited services, which can impact the ability to recruit a high quality workforce.

**Image and reform** – The image of local government means it is not often seen as a first choice career path. It is often regarded as a lower paying sector with fewer career pathways and opportunities. The state government has in recent years embarked on a review of the structure and form of local government in Western Australia resulting in the Metropolitan Review and various Regional Transition Groups looking into possible amalgamation. Other states have changed the size and shape of local government through amalgamation and other reforms, changing the make-up and structure of the workforce. This reform agenda has likely impacted on and will be expected to further impact on the perceived attractiveness of local government and hinder recruitment and retention while uncertainty remains in the sector.

**Legislative change** – Federal and state government reform agendas have placed increased compliance requirements on local government as well as a need to deliver a broader range of services. Political change is difficult to forecast as it is dependent on the program of the government of the day. However, we know from past experience that legislative change has been a constant over the past few decades, shaping and reshaping local government and local government services and processes. The Integrated Planning and Reporting Process

is a case in point as it places emphasis on community engagement, strategic planning, monitoring and reporting processes.

The impacts of this are that new skill requirements have been introduced which means more training and investment is required to equip staff.

### **3.2. INTERNAL INFLUENCES**

In discussions and through the staff survey, Council staff identified a number of issues or risks that may impact on staffing over the five years of the Workforce Plan, and over the following six years of the Strategic Community Plan, Asset Management Plan and Long Term Financial Plan. These included:

- **Resource constraints**
  - Limited training and development flexibility
  - Limited funding
  - Staff accommodation requirements and costs
  - Inadequate office spaces
- **Personnel**
  - Attraction and recruitment process
  - Management and retention process
  - Time, deadline and workload challenges
  - Aligning personal and Shire interests
  - Mental health support
- **Pay parity**
  - Incentives for working in a remote location
  - Risk that the Shire may increasingly become uncompetitive with the broader mining sector.
- **Service Delivery and technology**
  - Continuous improvement in tools to deliver tasks
  - Planning & scheduling of works to build even distribution of workflows.
  - New technology which would help to make service delivery more efficient, particularly in how the Shire communicates with residents
- **Increasing compliance**
  - Health and safety, including safe work ethics and providing cooling and heating
  - Need for consideration of additional training and workforce expansion

Demographics also impact a Council's services and therefore its workforce requirements.



## 4. BUILDING THE PLAN

In developing the Workforce Plan 2021 - 2026, Council contracted the expertise of a third party consultant to conduct private one on one interviews with every employee. The survey questions were provided with all recordings and ratings being documented anonymously.

The questions provided an opportunity to rate the shire on its workplace environment, management and structure, along with open comments to back the selected rating and provide feedback for future improvement.

### 4.1. THE SUMMARY OF OUTCOMES

- **22 Employees** out of 24 conducted the program 91%.
- **30 questions**, 27 allowed for rating between 1 = Dissatisfied, 2 = Neutral, 3 = Satisfied. The remaining were open for **Yes / No** answers and all questions were open for comment.
- **71% Satisfaction** of entire workforce.
- The satisfaction ranged individually from **32% to 96%**

**Table 4-1 Staff satisfaction with their role**

GROUP SURVEY	VOLUME	%
Management	3	91%
Administration (inc Youth)	5	67%
Road Crew	5	71%
Town Crew (inc Tourist Pk)	6	64%
MALE	13	70%
FEMALE	8	63%
Tenure up to 1 Year	6	60%
Tenure 1 – 2 Years	4	70%
Tenure 2 – 4 Years	6	74%
Tenure 4 years plus	5	78%
Aged 20-29	5	53%
Aged 30-39	2	61%
Aged 40-49	6	76%
Aged 50-59	4	81%
Aged 60+	5	63%

Interpreting this information, we can clearly identify that 76% of the workforce are 70% satisfied.

- The longer you have worked in the Shire the more likely you are to be satisfied.
- The older you are the more likely you are to be satisfied.
- Female employees are 7% less satisfied than Male.

With a healthy satisfaction survey result above 80%, this leaves a small gap of 10% on the outcome of the workforce survey just completed.

## 4.2. Key Areas contributing to the lower scores

### 1. **Training** conducted in the last year

It could be assumed that this result has an impact from of Covid restrictions.

Interestingly a majority of those who have conducted training are in the highest risk jobs of Road Crew. A number of employees not in Road Crew did identify that they would be very interested and had on occasions requested training.

### 2. **KPI's** (Key Performance Indicators)

A large majority of staff do not have KPI's. The Road Crew were consistent with their KPI ratios and accepting them as achievable. This result is no crucial concern and does not pose any risk. However it is a good measure of productivity and can be linked to rewarding performance.

### 3. **Recognition & Rewarding**

The recognition and rewarding of performance does differ between departments and for some employees the interpretation of recognition and rewarding greatly varies. In the Town & Road crews recognised regular practices from the Manager of Works. Early finishes after a hard hot day and hospitality (Cool refreshments) at the shed was recognised as a reward.

- **Comments noted;**

*Monetary. Retention bonuses. Room for improvement. Need more of this. Friday Afternoon drinks occasionally are well received. Don't see it happening very often. Comes & goes. Paid well. Remuneration Package is good. Friday drinks occasionally. JC gave feedback. End of year parties. Works Manager appraises.*

### 4. **Communications** around the Shires general or strategic plans

This was the lowest performing survey question. At the same time however, communication in the workplace around the job specifically rated a high 81%.

- **Comments noted;**

*We plod along with only daily plans and some weekly plans, nothing else. Mainly find out through hearsay. Monday Meeting no outcomes, structure, minutes or agenda. Monday Meetings - very good updates on projects. Toolbox Meetings are only twice a year. Needs to be more often. Seems to miss getting from top to the workers.*

### 5. **Structure** of the business positions

Through the eyes of employees aligning to the organisational structure from CEO through. The feedback comments were predominantly based around structure of administration through to CEO's. The need for an intermediary or senior position that staff are able to communicate openly with, sharing grievance, needs, personnel support, industrial relations and other workforce impacts. It was identified on a number of occasions that a large number of employees are suffering from Mental Health issues and have restricted support.

On reviewing the above 5-key gap areas, the predominant categories of Training, KPI's, Recognition & Rewarding, Communication & Structure, provide support for the position of a

suitably trained and experienced individual that can provide a centralised Human Resources service (Personnel Manager).

### 4.3. OTHER LEARNINGS FROM THE WORKFORCE SURVEY

Questions

#### 6. Why did you select Shire of Cue as an Employer?

Whilst there are a range of reasoning behind the decisions to select Shire of Cue as your employer, the most common theme was safety and security whilst working for local government. Local residents generally looking for a job, the opportunity for full time engagement holds a high value.

A range of employers were negotiated into the Shire from local contractors and surrounding businesses.

- **Comments noted;**

*Local Job, Needed a Job, Needed change, Needed experience & reputation. Initially a Contractor. Father & Family work for shire. Needed a fulltime local job. Partner got posted to Cue. Job until retirement.*

#### 7. How was your on boarding to the position once employed?

Whilst a variety of answers lead to perhaps a need for some structured on-boarding procedures, there was a common thread where most employees just continued on and learnt as they went. Noting that the support from others was always available when asked.

- **Comments noted;**

*Thrown in deep end. All good I know the area. Given little direction. Paperwork training needed. Supervisor & team very good. No intro to the councillors. Hit the ground running. Interview process good. Housing issue with local town bully. Culture issue with locals has negative impact. Had half a day with someone. Induction on each machine was good. Worked alongside buddy. Induction was simply read this & away you go. A new role that no one knew what they wanted. Very casual with no Interview. Always room for improvement.*

#### 8. Training conducted?

A vast majority of the training has been completed in the Road Crew and this aligns with the level of risk to the roles in this workforce. Airport procedure training was noted for appropriate level of management. There are a number of employees that would like to participate in additional training to improve themselves and their deliverables.

- **Comments noted;**

*Was my own mentor. Learn from my mistakes. Could be alot better. Need chemical handling & Machinery training. Safety. First Aid Cert. Good training in side-tipper & large-loaders. No Manuals. Have regular mentoring. I trained myself in the role and for the new employee too. Received support from others. I'm pushed for training. Never worried about asking for help, just got on and did it.*

#### Training Completed

Conferences x 5. Airport x 3. Radio License. ARO x 2. Traffic Course. Traffic Management x 3, White Card. Traffic Control x 2. WTM. HR & HC licenses x 2. Over 10 courses. Manual Handling x 2. TAFE x 3. EWP Ticket. Chemical handling. Leadership.

## 9. Personal Development

This consists of activities that develop a person's capabilities and potential, build human capital, facilitate employability and enhance quality of life.

- **Comments noted;**

*Would like OH&S. Safe chemical handling. Would like forklift, water truck, traffic management. Management training. Requests for First Aid training x 3. Job Description. Supervisory promotion. Leadership skills. Computational advancement. Project Management Course. My new job is a new lease of life.*

## 10. Culture

This consists of activities that develop a person's capabilities and potential, build human capital, facilitate employability and enhance quality of life.

- **Comments noted;**

*State of yard & equipment is poor and contributes to culture. Maintenance & Cleanliness lacking. Not Roadworthy & Compliance. Beacons missing from truck. Response on request for vehicle issues = "tell someone who cares". Gap between inside & outside staff is too big. Not the best, but not bad. We are only numbers. Needs not much more. Very suitable. A few good people in the team hold the place up. General Lack of morale. Delay & pause in activity/ action/ priorities. Need to bring to together. More open communication between the Admin & Outside staff. "the whitehouse". Safety & efficiency. See employees as people, but not a cog in the wheel. Like the Management to be more even, not balanced in decisions/ rules.*

## 11. Structure - Are there any positions that we should consider having?

This follows on from the assessment of Structure reviewing "Managers, Supervisors, Staff Numbers".

- **Comments noted;**

*Mines officer, Electrician, Laurence has fixed the gap. Receptionist/ cleaner @ caravan park. Procurement officer. HR. Governance. Senior Administrator. HR. Additional Finance. Procurement. WH&S Officer. First Aiders trained & identified. OH&S officer. Procurement. Middle layer of structure between CEO's & all others. Middle management. OH&S/ HR. Mental Health. HR/ IR/ OSH. Manager/ Supervisor operations of Depot. WPH&S, Committee. Purchasing. HR, WPOSH Committee.*

## 12. GENERAL - Are there any areas in your department that are not working, need fixing, change?

This opportunity was to open the flood gates and see what comes through to review.

- **Comments noted;**

*Supervisor Planning Efficiencies/ Cross training. Equipment & Machinery quality. Upgrade of equipment. Better Commercial Karcher Blower. Efficiencies effected by second grade ineffective old equipment. Purchasing methods. Equipment replacing/ fixing. Push mowers. Ramps for utes. Succession Plan. More organisation. Time Management. Tasks left too late. Machinery. General Hygiene & machinery tidiness. Some equipment is outdated. Aging fleet. Asset Management Register/ Plan. OH&S, Majority of Fleet. Smoko area designated. Job Description defined. Equipment in grounds/ gardens. Doesn't work or doesn't work efficiently. Causes extra work hours. Tail lift on 1 of the town crew vehicles or ramp.*

13. **GENERAL - Any areas of opportunity in general that the Shire overlooks or should be capturing?**

This opportunity was for employees to provide any thoughts within or beyond the workforce.

- **Comments noted;**

*Refuse Site (User Pays). Stock Management. 9-day Fortnight to support the location to Shopping and other services. Purchasing & stock management. 9-day fortnight. Get things fixed & working appropriately. Compliant & safety. Beth is underutilised. Tracy is perfect for Community engagement. Too many jobs at once, not timeline & planned. Toolbox meetings for entire workforce (Monthly). 9-day fortnight. Smoking Policy. Should lead the community more in arts connectivity. 9-Day fortnight. Designated wash down bay for caravans/ RV's. Licensing of vehicles should be back in the hands of shire.*

#### **4.4. RECOMMENDATIONS FROM HERE**

The whole workforce has a balance of satisfaction and dissatisfaction across each department. With specific notes of interest in each.

- **TOURIST PARK**

The operators are working at capacity and looking forward to their new accommodation. The ability to maintain 5-hrs a day across 7-days a week does not seem to be manageable, either due to the higher level of domestic tourists and/ or their capacity to manage the park independently. For note, similar caravan parks of size do have a cleaner for public areas and cabins, plus back up reception for 2-days a week.

- **YOUTH COORDINATOR**

Whilst only meeting one (1) Youth Coordinator (administration), it was identified that the second coordinator (operations), requires further training and development to improve fundamentals that will therefore strengthen safety and deliverables. The opportunity to provide an elevation to seniority for one (1) coordinator to provide guidance may be an option.

- **ADMINISTRATION**

The team feel they all work well with each other, are self-guided supporting shifts with flexibility. They are keen for direction and leadership which may be available within the team. Their efficiencies are reduced due to the lack of allocation of responsibilities. This will also provide a reporting line for Library, Reception and Tourist Park support.

A senior administration employee would most likely be available within the team. Under similar structures the PA to the CEO could be considered for this role and delegate duties, responsibilities and timelines.

- **HUMAN RESOURCES (Personnel Manager)**

This role is the strategic approach to the effective and efficient management of people in the workforce that also helps gain a competitive advantage in operations whilst building the profile of an “employer of choice”. This role would also take control of the OSH (Occupational Safety & Health) workplace committee, coordination of in-house & external training, reward & recognition, mental health, industrial relations. The benefits are to the whole workforce. Whilst this may be compacted to 20-25hrs a week, the additional hours could be provided as support to Administration/ Library/ Tourist Park.

- **ROAD CREW**

Currently are the highest skill/trained employees dealing with heavy duty equipment. The majority of feedback advises there are issues with quality of equipment and potentially some safety concerns. Equipment maintenance is only delayed due to supply chain management. Advice on staffing numbers has been advised as suitable at this stage.

- **TOWN CREW**

Have identified concerns with leadership and direction from immediate reporting line. The equipment concerns relate to effecting poor operations and efficiencies. The heavy lifting of lawn mowers seems to be a risk and may require a ramp added to the vehicles.

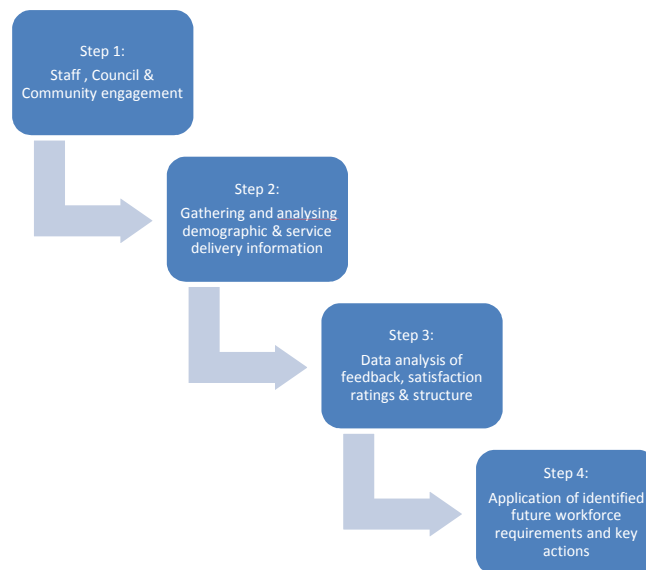
- **PROCUREMENT**

There is a common theme around the benefits of adding procurement to an existing high performer or new role for an experienced individual. The supporting relevance relates to the following;

- current delays in supply chains causing down time on equipment & vehicles
- required stock par levels and re-order points
- receipt, storage and distribution controls
- supply negotiations and quotation systems
- purchase order management through to budget alignment

**Summary Statement;**

The following approach was taken to develop this plan.



From the outset there was a clear ambition, to seek raw feedback from the Workforce to open up the future opportunities moving forward as seen from their lens. This would require a deep dive into the view of their workplace, efficiencies, operational challenges, fundamental human resources and satisfaction.

The observations and responses provided clear structural opportunities that would build significant improvement to the workforce through (a) personnel support, (b) workplace efficiencies & safety and (c) communications.

Whilst the community services remain predominantly as they are, there are some advancements in planning the development of commercial spaces, improved town infrastructure and appeal as a destination to support new workforce, travelers and families.

Until the roll out of any significant changes or new mining opportunities, the workforce numbers are stable and would only require mild adjustments to approximately three (3) positions, be they internal restructure or new personnel for the forthcoming year will be dependent on skills and experience.

A strategic approach to accommodating the workforce has been in the shires focus and remains there moving forward. The speed of acquisitions or new builds will continue to link to the growth of the workforce requirements.

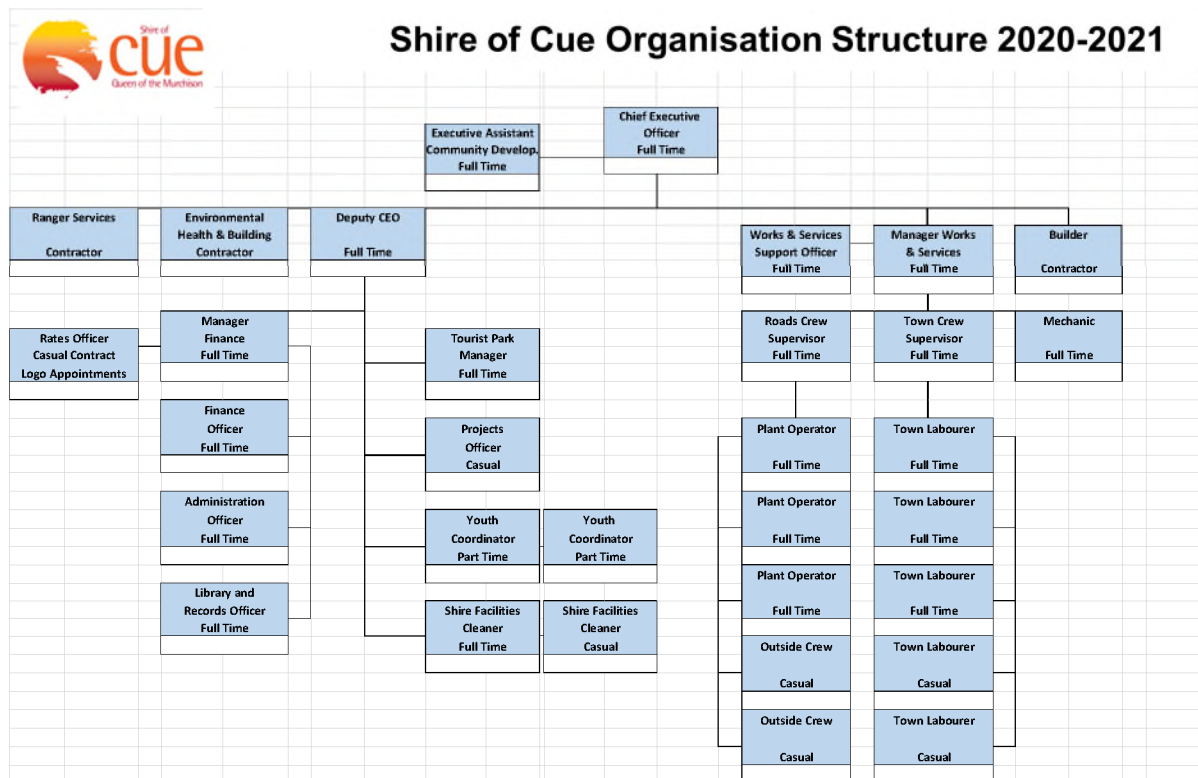
The workforce survey and feedback further strengthens the need for the strategic approach in managing personnel to build brand for the shire as an “Employer of Choice” rather than convenience.

Remaining focused on these key outcomes will shape a healthy workforce with retention by choice, careers by performance advancement and sustainability through safe, sound practices.

**Key Outcomes;**

1. ADMINISTRATION – structure to reset responsibility, communication, efficiencies.
2. HUMAN RESOURCES – to drive Communications, Culture, OSH, IR, Training & Recognition, “Employer of choice”.
3. PROCUREMENT – to deliver required tools, to do the job at the appropriate time & price.
4. KPI’s – to clearly link performance & opportunities for rewarding achievements.

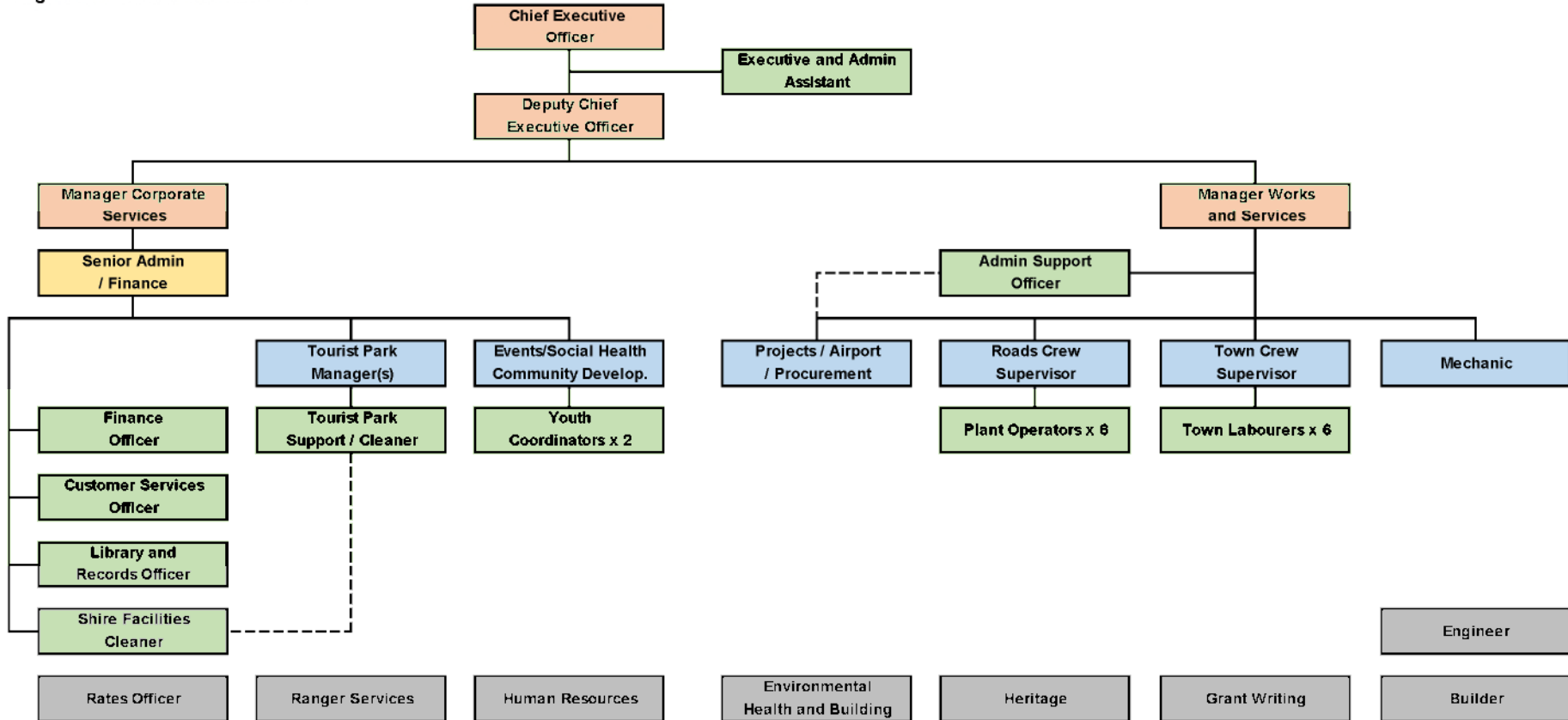
**ORG CHART CURRENT**







**Organisation Structure 2022-2026**



## 5. STRATEGIC RISKS

There are a number of strategic risks that have direct workforce implications, which the Shire of Cue will incorporate in their risk management planning.

**Table 5-1 Risks to workforce planning**

Risk Context	Risk
People (capacity/capability)	Failure to maintain and capitalise on Shire of Cue's existing staff capacity and capabilities
Staff attraction and retention	Failure of Shire of Cue to attract and retain staff
Use of existing systems	Failure of Shire of Cue to provide guidance and oversee consistent use of existing systems
Competitive labour market	Failure of Shire of Cue to consider and manage implications of competitive labour market, particularly relating to outside staff.

The ongoing management of these risks will be considered as part of measuring performance against the workforce plan.

## 6. SHIRE OF CUE STRATEGIC COMMUNITY PLAN VISION

The Strategic Community Plan Vision provides context for workforce planning.

“The Shire of Cue – Queen of the Murchison, will be a place that is liveable for residents, profitable for local enterprises and welcoming and accessible for visitors”

The Shire of Cue's Council vision that was in the adopted *Strategic Plan 2017 – 2027* is: “The Shire of Cue – Queen of the Murchison, will be a place that is liveable for residents, profitable for local enterprises and welcoming and accessible for visitors.”

The Shire's vision complements the community's vision developed for the Strategic Community Plan.

The Strategic Community Plan sets out a number of Goals which have been considered in the context of developing the workforce plan:

- We want to be able to spend our money locally and encourage others to do the same
- Utilise the land available in the area for a range of new businesses to be self-sustaining
- Transparent decision-making is important to us
- We want to strengthen our community's position for the future
- We need good services to support our development as a Shire
- We want to be an inclusive community
- Sustainability and protection of our resources is important to the future of the area
- We want to make the most of our environment

In order to respond to the issues and goals outlined above and in the Strategic Community Plan and Corporate Business Plan, it is anticipated that the Shire of Cue's workforce will need to change in the next 10 years, as follows:

**Table 6-1 Changes to council services**

Council Service	Community Priority
Governance	
<ul style="list-style-type: none"> <li>Administration and operations, facilities and services to members of Council, compliance</li> </ul>	-
<ul style="list-style-type: none"> <li>Assisting elected members and ratepayers on matters not specific to Council services</li> </ul>	-
Funds	
<ul style="list-style-type: none"> <li>Rates, other revenue sources, general purpose government grants and interest revenue</li> </ul>	-
Law, Order, Public Safety	
<ul style="list-style-type: none"> <li>Supervision of various local laws, fire prevention, emergency services, lighting and animal control</li> </ul>	-
Health	
<ul style="list-style-type: none"> <li>Food quality, support of community health, waste water control, noise control, and pest control, vermin control</li> </ul>	-
Education and Welfare	
<ul style="list-style-type: none"> <li>Support for Community Resource Centre</li> <li>Support for Community / Youth programs</li> </ul>	↑↑
Housing	
<ul style="list-style-type: none"> <li>Maintenance of staff and rental housing</li> </ul>	-
Community Amenities	
<ul style="list-style-type: none"> <li>Rubbish collection services, operation of refuse disposal sites, administration of town planning scheme, maintenance of the cemetery, maintenance of public convenience and town water drainage, community bus, street scape, noxious weed control</li> </ul>	-
Recreation and Culture	
<ul style="list-style-type: none"> <li>Maintenance of hall, recreation centres, various reserves and library service</li> </ul>	-
Transport	
<ul style="list-style-type: none"> <li>Construction and maintenance of streets, roads, bridges, depot and airstrip, cleaning and lighting of streets</li> </ul>	↑↑
Economic Services	
<ul style="list-style-type: none"> <li>Provision of tourism facilities including maintaining heritage sites, regional and local</li> </ul>	↑↑

Council Service	Community Priority
area promotion, building control, caravan park, contracted services, co-ordination of economic activity	
Property and Other Services	
<ul style="list-style-type: none"> <li>Private works operations, plant repairs and operations, administration</li> </ul>	↑↑

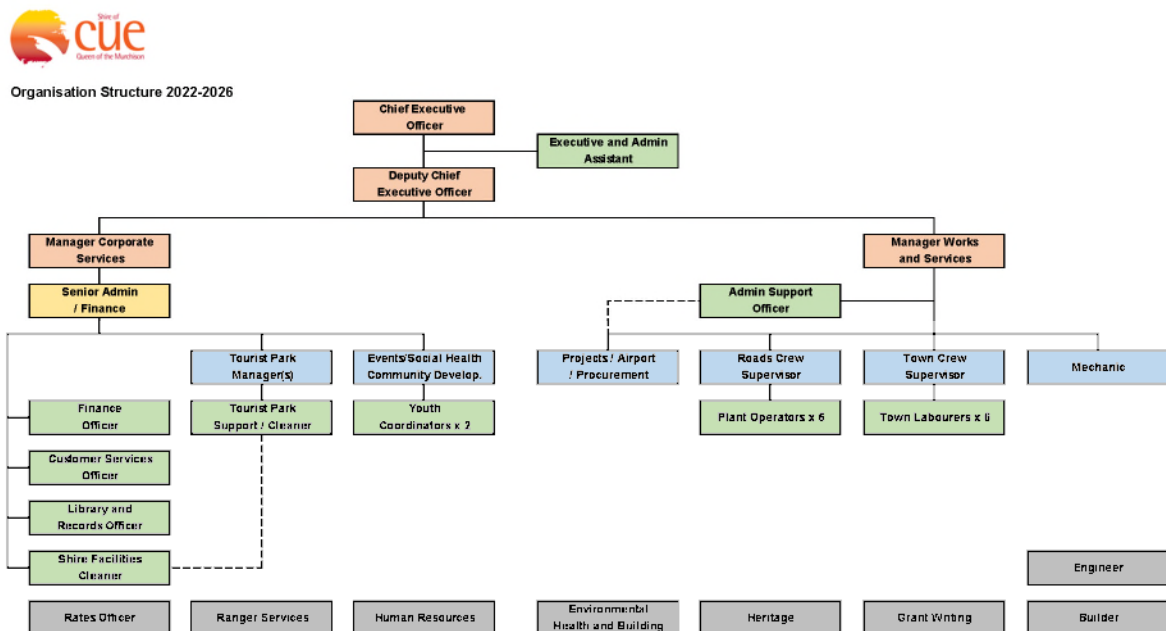
Key: ↑↑ indicates increased resourcing required

## 6.1 RESOURCING REQUIREMENTS

The emerging priority for the next five years which will require additional resourcing is economic development and community development. This is to respond to the goals and strategies in the strategic community plan associated with engagement with the local mining and other industry sectors, business development activity, tourism and heritage development, marketing and communications, housing, community inclusion, development of facilities and related compliance. The role of the Shire in responding to priorities will include as provider, partner, facilitator and advocate depending on the activity. Any direct service provision for economic development and community development activity will require an increase in Shire staffing. The additional activities required to be completed by the Shire indicate two additional staff members may be required.

Short-term and fixed-term contract staff may also be utilised to meet resource requirements associated with emerging priorities as required (see grey boxes in Fig 7-1).

Figure 6-1 Proposed new organisational structure



## **7. KEY FOCUS AREAS**

In responding to expected changes in services and workforce demographics, actions to be taken under the workforce plan can be organised into three areas:

### **7.1. RECRUITMENT AND RETENTION**

Attract and retain employees with right skills, and knowledge to achieve the goals and outcomes in the Strategic Community Plan.

Key Actions:

- Develop a targeted recruitment and retention strategy for economic development staff and outside staff
- Review remuneration for potential skill shortage positions
- On-going clarification of job design and role definition across the organisation as service requirements and priorities change

### **7.2. TRAINING AND DEVELOPMENT**

Provide and promote learning and development opportunities for employees to enable them to meet the Shire's current and future business needs alongside their own personal development.

Key Actions:

- Use performance management systems to:
  - target training for skill gaps
  - encourage staff development, particularly associated with requirements for outside staff and computing/technology related
  - provide incentives as appropriate
  - implement management development measures

### **7.3. ORGANISATIONAL DEVELOPMENT**

Efficient, effective and innovative Human Resource management practices ensuring the full employee journey is shown attention at each level.

Key Actions:

- Recruitment process to be detailed around, experience, personal fit and reference.
- Undertake employment reviews and process improvements from first week, first month, third month and then annually.
- Improve access to technology to improve efficiency associated with service delivery
- Ensure integration of the Workforce Plan with the AMP and LTFP
- Improve structured staff communications and engagement, including between staff.

## 8. MEASURING OUR SUCCESS

Workforce planning can be measured in relation to two areas:

1. Achievement of the goals and outcomes in the Strategic Community Plan – being monitored through the Corporate Business Plan
2. Workforce and organisational performance indicators

### 8.1. ACHIEVEMENT OF THE ACTIONS IN THE WORKFORCE PLAN

**Sections 4.2 & 4.3** above identify 13 outcomes from the workforce questionnaire. These results need to be focused with a priority of the top 5 (1 to 5) within the next 12-18 months and the remaining 8 outcomes reviewed quarterly and applied as appropriate to business.

Council is committed to monitoring progress towards achievement of the Strategic Community Plan. The Shire of Cue will regularly report back to the community through a progress report prepared every two years. If the Shire has its workforce balance right, then it will be able to deliver against those priorities in the Strategic Community Plan against which it has committed itself in the Corporate Business Plan.

Table 9-1 provides a broad framework to measure success against the outcomes in the Strategic Community Plan and Table 9-2 identifies performance targets directly associated with the Key Focus Areas.

**Table 8-1 Key performance indicators**

Focus Areas	Outcomes	Key Performance Indicators
<b>Economic</b>	<ul style="list-style-type: none"> <li>• We can help grow the local economy</li> <li>• Showcasing our attractions increases the number of people visiting the area</li> <li>• Visitors stay longer in our community</li> <li>• Short-term employees can reside in the Shire</li> <li>• Increased customer spending and employment in the Shire</li> </ul>	<ul style="list-style-type: none"> <li>• New business start ups</li> <li>• Business growth</li> <li>• Number of jobs in the Shire of cue per 100 resident workers</li> <li>• Increase in building approvals</li> <li>• Number of visitors to the shire</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Community contribution to how local issues are managed</li> <li>• Effective communication on key decisions</li> <li>• A sustainable and progressive local government</li> </ul>	<ul style="list-style-type: none"> <li>• Proportion of people who have trust and confidence in council</li> <li>• Proportion of people who felt confident that their say was taken into consideration</li> </ul>

Focus Areas	Outcomes	Key Performance Indicators
<b>Social</b>	<ul style="list-style-type: none"> <li>• Essential services help us to grow and prosper as a community</li> <li>• Increased growth and participation in our community</li> <li>• Our community can more easily access the range of services they need at the time they need them</li> <li>• Young people are active and contributing positively in our community</li> <li>• Stronger, inclusive communities across the Shire that define our identity</li> </ul>	<ul style="list-style-type: none"> <li>• Growth in Shire of Cue population</li> <li>• Increase in building approvals</li> <li>• Residents satisfaction with Council services</li> <li>• Persons undertaking voluntary work for an organisation or group</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Protection of our resources to maintain and increase productivity</li> <li>• We recognise protect and uphold the value of our natural landscape and encourage visitors to do the same</li> </ul>	<ul style="list-style-type: none"> <li>• Active management of Local Government natural areas of conservation value</li> <li>• Proportion of people who feel a sense of pride in their natural landscape</li> </ul>

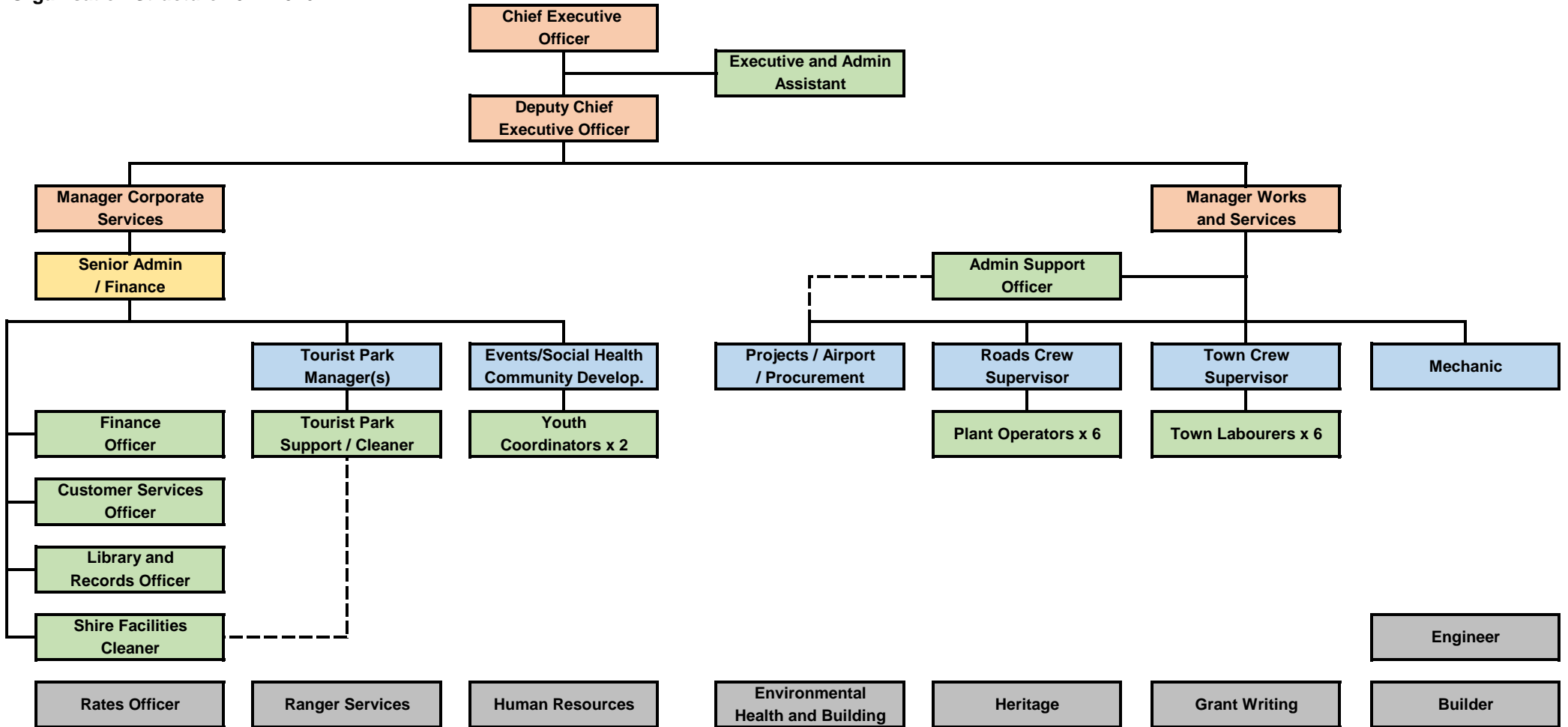
**Table 8-2 Workforce and organisational performance indicators**

Workforce Management Plan service levels and performance indicators					
Service	Nature of performance measure	Level of service	Performance measure process	Performance target	Current performance
Recruitment, retention and selection	Quantity Legislative compliance	Council's recruitment , retention and selection process are efficient, effective and comply with EEO legislation	Staff turnover Review against EEO requirements	20% 100%	
Training and development	Quantity Quality	Staff are inducted, well trained and receive appropriate professional development for their role	Induction and orientation signed off as completed Participant feedback survey In house training sessions	All Staff  All Staff All Staff	
Remuneration and reward	Quantity	Annual pay and performance reviews are timely and effective	Calculation of length of time taken to complete annual review process	3 hours	
Policies and Procedures	Quality	Policies and procedures are consistent with relevant Acts	Review policies for consistency with legislation	100%	
Industrial relations Professional services	Quantity Quality	Industrial relations services minimise and manage grievances and disciplinary action	Feedback from management on service provided Number of disciplinary actions Number of grievances	Positive  0 0	
Workplace health and safety (WH&S)	Quantity Legislative compliance	Occupational health and safety systems comply with OSH Act	Review against WorkCover data Number of incidents	Nil	
Workers compensation and rehabilitation	Quantity	Injury management and rehabilitation services provided to minimise cost and impacts on the employee and the Shire	Review against WorkCover industry data	Industry benchmark	





Organisation Structure 2022-2026



## 10.4 REVIEW OF DELEGATIONS

APPLICANT: Shire of Cue  
 DISCLOSURE OF INTEREST: Nil  
 AUTHOR: Richard Towell – Chief Executive Officer  
 DATE: 01/07/2021

### ***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 21 July 2020.

### ***Comments:***

A copy of the current register of Delegations is attached at [Appendix 4](#). No amendments are proposed. Delegations 4. Appointment of Contractors and Consultants, 75. Determining that tenders do not have to be invited for the supply of goods and services function and 76. Tenders to be invited for certain contracts have been updated to reflect the new purchasing policy thresholds adopted by Council on 19 May 2020.

### ***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 4](#).

***Council Decision:***

**Voting requirement:** Absolute Majority

**MOVED:**

**SECONDED:**

**CARRIED:**

# APPENDIX 4



# **Shire of Cue**

## **Delegated Authority Register**

**2021 – 2022**

**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

## 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: Rates assessment small balances not exceeding \$20; The debt not exceeding \$1000 (Not rates or service charges); The Chief Executive Officer to be a joint signatory with the Finance Officer to approve any monies to be written off or waived. 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 Council's Engineers – at the request of the CEO Council's Accountants – at the request of the CEO 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

## 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. <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). <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). <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: (i) approve of all legal action and sign Prosecution Notices; and (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. Division 2 of Part 2. 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 - (a) particular building work; (b) particular demolition work; (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. 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 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. 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>
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### 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. 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>
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#### 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 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: (a) institute a prosecution against the alleged defender; or (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: (a) institute a prosecution against the alleged offender; or (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.  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.  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. <i>Acceptance of the most advantageous tender is subject to the Regulations.</i> 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

**10.5 APPOINTMENT OF CHIEF EXECUTIVE OFFICER**

APPLICANT: Shire of Cue  
 DISCLOSURE OF INTEREST: This item relates directly to the author.  
 AUTHOR: Richard Towell – Chief Executive Officer  
 DATE: 15 July 2021

***Matters for Consideration:***

Certification that the process of appointing Mr Richard Towell to the position of Chief Executive Officer was in accordance with the adopted Shire of Cue Standards for CEO Recruitment, Performance and Termination.

***Background:***

Regulation 18FB requires local governments to certify they have appointed a person to the position of CEO in accordance with the model standards for recruitment. As soon as practicable after a person is employed in the position of CEO, the local government must, by a resolution of absolute majority, certify that the person was employed in accordance with the local government’s adopted standards in relation to the recruitment of CEOs.

***Comments:***

***Statutory Environment:***

*Local Government Act 1995,*

*Division 4 — Local government employees*

*5.36. Local government employees*

- (1) *A local government is to employ —*
  - (a) *a person to be the CEO of the local government; and*
  - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) *A person is not to be employed in the position of CEO unless the council —*
  - (a) *believes that the person is suitably qualified for the position; and*
  - (b) *is satisfied\* with the provisions of the proposed employment contract.*

*\* Absolute majority required.*

- (3) *A person is not to be employed by a local government in any other position unless the CEO —*

- (a) *believes that the person is suitably qualified for the position; and*
  - (b) *is satisfied with the proposed arrangements relating to the person's employment.*
- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) *Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) *For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.*

#### *5.39. Contracts for CEO and senior employees*

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
- (2) *A contract under this section —*
- (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
  - (b) *in every other case, cannot be for a term exceeding 5 years.*
- (3) *A contract under this section is of no effect unless —*
- (a) *the expiry date is specified in the contract; and*
  - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
  - (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*

- (8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.*

*5.39A. Model standards for CEO recruitment, performance and termination*

- (1) *Regulations must prescribe model standards for local governments in relation to the following —*
- (a) the recruitment of CEOs;*
  - (b) the review of the performance of CEOs;*
  - (c) the termination of the employment of CEOs.*
- (2) *Regulations may amend the model standards.*

*5.39B. Adoption of model standards*

- (1) *In this section —*  
*model standards means the model standards prescribed under section 5.39A(1).*
- (7) *Regulations may provide for —*
- (a) the monitoring of compliance with adopted standards; and*
  - (b) the way in which contraventions of adopted standards are to be dealt with.*

*Local Government (Administration) Regulations 1996*

*Part 4 — Local government employees*

*18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))*

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
- (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
  - (b) a person who will be acting in the position for a term not exceeding one year.*
- (2) *The Statewide public notice must contain —*
- (a) the details of the remuneration and benefits offered; and*
  - (b) details of the place where applications for the position are to be submitted; and*
  - (c) the date and time for the closing of applications for the position; and*
  - (d) the duration of the proposed contract; and*
  - (da) a website address where the job description form for the position can be accessed; and*



- (e) *contact details for a person who can provide further information about the position; and*
- (f) *any other information that the local government considers is relevant.*

**18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))**

*For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —*

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

**18F. Remuneration and benefits of CEO to be as advertised**

*The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).*

**18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))**

*Schedule 2 sets out model standards for local governments in relation to the following —*

- (a) *the recruitment of CEOs;*
- (b) *the review of the performance of CEOs;*
- (c) *the termination of the employment of CEOs.*

**18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))**

- (1) *In this regulation —*  
*adopted standards means —*
  - (a) *the standards adopted by a local government under section 5.39B; or*
  - (b) *if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*
- (2) *This regulation applies if —*
  - (a) *a local government employs a person in the position of CEO of the local government; and*
  - (b) *the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*
- (3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was*

*employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

*\* Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

**Policy Implications:**

Shire of Cue Standards for CEO Recruitment, Performance and Termination

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Consultation:**

Rob Madson – Former Chief Executive Officer

Mike Fitzgerald – Fitz Gerald Strategies

**Officer's Recommendation:**

**Voting Requirement:** Absolute Majority

That Council, by absolute majority;

certify that Mr Richard Towell, Chief Executive Officer for the Shire of Cue, was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

**Council Decision:**

**Voting requirement:** Absolute Majority

**MOVED:**

**SECONDED:**

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

**CARRIED:**

**14.1 ROAD USER AGREEMENT – WESTGOLD RESOURCES LIMITED**

APPLICANT: Shire of Cue  
DISCLOSURE OF INTEREST: Nil  
AUTHOR: Richard Towell –Chief Executive Officer  
DATE: 16 July 2021

***Matters for Consideration:***

Approving the road user agreement with Westgold Resources Limited and authorising the application of the common seal to accommodate Restricted Access Vehicles (RAV) on Shire roads.

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

**14.2 ROAD USER AGREEMENT – FENIX RESOURCES LIMITED**

APPLICANT: Shire of Cue  
DISCLOSURE OF INTEREST: Nil  
AUTHOR: Richard Towell –Chief Executive Officer  
DATE: 16 July 2021

***Matters for Consideration:***

Approving the road user agreement with Fenix Resources Limited and authorising the application of the common seal to accommodate Restricted Access Vehicles (RAV) on Shire roads.

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

<b><i>Council Decision:</i></b>	<b>Voting requirement:</b> Simple Majority
<b>MOVED:</b>	<b>SECONDED:</b>
That the meeting be re-opened to members of the public.	
<b>CARRIED:</b>	

**15. CLOSURE**

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

**To be confirmed at Ordinary Meeting on the 17 August 2021.**

**Signed:.....**

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