



# SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING  
HELD ON THURSDAY 18 SEPTEMBER 2003**

# MINUTES

# **SHIRE OF CUBALLING**

**COUNCIL MEETING THURSDAY 18 SEPTEMBER 2003**

## **AGENDA**

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**ORDINARY COUNCIL MEETING MINUTES**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF CUBALLING  
HELD IN THE COUNCIL CHAMBERS, CAMPBELL STREET, CUBALLING ON THURSDAY  
18 SEPTEMBER 2003**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President welcomed Councillors, declared the meeting open at 2.00 pm.

**2. RECORD OF ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**ATTENDANCE**

President I L Watts

Cr J D Brown

Cr C R McKenzie

Cr T H Wittwer

Chief Executive Officer P T Naylor

Deputy President D S Bradford

Cr C R Hawksley

Cr R D J Newman

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

Nil

**3. PUBLIC QUESTION TIME**

Nil

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**5. MINUTES**

**5.1 CONFIRMATION OF 21 AUGUST 2003 ORDINARY MEETING OF COUNCIL**

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 21 August 2003 be confirmed.**

**COUNCIL ACTION**

**Moved Cr Bradford, seconded Cr McKenzie that the Chief Executive Officers Recommendation be adopted.**

***CARRIED 7/0***

## 6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

### 7.1 REPORTS – FINANCE AND ADMINISTRATION

#### 7.1.1 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – SEPTEMBER 2003

V	NAME	PARTICULARS	MUNI	TRUST
WP460	AGRICULTURE WA	Postage of Final Reports For HWWPGC		197.10
8924	MUNICIPAL LIABILITY SCHEME	Insurance	2359.50	
T1820	NGN OBSERVER	Farm Forestry – Advertising		266.25
T1821	M & JM CONLEY	U/H Landscape Resilience Project		2376.00
T1822	RJ & CJ MCDOUGALL	U/H Landscape Resilience Project		784.00
T1823	HOTHAM DOWNS PASTORAL CO	Better Water Management Project		1530.00
<b>T1824</b>	<b>AP &amp; JL MARSHALL</b>	<b>Chq Cancelled – refer to chq T1825</b>		
T1825	AP & JL MARSHALL	Better Water Management Project		1928.70
8925	WESTERN POWER	Power A/C	1984.00	
8926	SALARIES & WAGES	Wages 13/08/03 – 26/08/03	22233.34	
T1826	AUSTRALIAN SERVICES UNION	August 2003 Deductions		31.00
T1831	WA LOCAL GOVT SUPER PLAN	August 2003 Contributions		4891.33
T1832	NH WITTEWER & CO	Wyonning Creek Revegetation Project		4250.00
T1833	ANDA-LEA TREE NURSERY	U/H Landscape Resilience Project		9083.25
8927	I L WATTS	Travel Allowance – Meeting 06/08/03	214.20	
T1834	DARRALYN EBSARY	Farm Forestry Course – Catering		174.00
T1835	P & E GEORGE	U/H Landscape Resilience Project		3724.00
8928	TELSTRA	Mobile Phone A/C	19.50	
8929	ROBERT WALKER	Bush Fire VHF Radios	2500.00	
8930	ATO	August 2003 BAS	10051.00	
T1836	BUILDERS REGISTRATION BOARD	July & August 2003 Levies		196.00
T1837	B.C.I.T.F.	August 2003 B.C.I.T.F. Levy		537.49
8931	SALARIES & WAGES	Wages 27/08/03 – 09/09/03	23154.55	
8932	WESTERN POWER	Power A/C	1939.65	
8989	WATER CORPORATION	Water A/C	747.20	
8990	AUSTRALIA POST	Postage – Rate Notices	155.50	
8991	AUSTRALIA POST – CUBY POST	Postage – Firebreak Notices	150.00	
9001	AIR & POWER P/L	Air Compressor – Depot	2958.12	
9002	AIR LIQUIDE WA P/L	Gas Cylinders	93.76	
9003	C BARRETT	August 2003 Newsletter	52.50	
9004	BOISE CASCADE	Stationery	362.68	
9005	BURSWOOD RESORT HOTEL	Local Government Week Accommodation	5649.80	
9006	COLES	Council Shopping	199.08	
9007	COLLIER KNYN & ASSOCIATES	Software Maintenance	1217.83	
9008	COMMANDER AUSTRALIA LTD	Commander Telephone Network Service	300.96	
9009	COURIER AUSTRALIA	Freight	115.99	
9010	COVENTRYS	Parts	22.19	
9011	CUBY ROADHOUSE	Refreshments & Gas	73.30	
9012	DENEFF SIGNS	Cuballing Shire Magnets	385.00	
9013	DOLA	Valuation Rolls	88.80	
9014	GREAT SOUTHERN ELECTRICAL	Electrical Maintenance – CEO House	57.40	
9015	GREAT SOUTHERN FUELS	Fuels & Oils	9358.51	
9016	HILLSIDE MEATS	BMX Track Sausage Sizzle	49.80	
9017	JR & A HERSEY P/L	Materials & Protective Clothing – Depot	4351.49	
9018	KALAMAZOO	Minutes Book & Paper	291.25	
9019	LANE, BUCK & HIGGINS	Legal Costs	110.00	
9020	MAKIT NGN HARDWARE	Materials	59.97	

9021	MUNICIPAL PROPERTY SCHEME	Insurance	3792.25
9022	NGN AGRICULTURAL REPAIRS	Parts & Repairs	111.30
9023	NGN AUTO ELECTRICS	Parts & Repairs	48.00
9024	NGN BEARING SERVICE	Parts & Repairs	72.38
9025	NGN BRAKE & CLUTCH	Parts & Repairs	194.62
9026	NGN PACKAGING	Cups, Plates Etc. – BMX Track Lunch	25.20
9027	PARRYS P/L	Protective Clothing – Boots	108.00
9028	REGIONAL SIGNS	TAP & Clean Up Signs	132.00
9029	SHIRE OF CUBALLING	Rates – CEO House	485.51
9030	SHIRE OF WANDERING	CLC Expenses August 2003	260.66
9031	SOS BUNBURY	Photocopier Charges	65.26
9032	STAR TRACK EXPRESS	Freight	42.36
9033	THE PAPER COMPANY	Paper	188.10
9034	TOORAK LODGE MOTEL	Training Expenses – Works Supervisor	120.00
9035	TOWN OF NGN	Building Inspection Fees July 2003	1316.21
9036	UNIVERSAL ENGINEERS SUPPLIES	Equipment (Toolbox) – Depot	418.00
9037	VALUER GENERALS OFFICE	Valuations	262.50
9038	WA LOCAL GOVT ASSOCIATION	Local Government Directories	4997.60
9039	WACKER AUSTRALIA P/L	Equipment – Depot	1409.10
9040	WESTELLE HOLDINGS P/L	Water Tank – Popanyinning Hall	835.00
9041	WESTRAC EQUIPMENT	Parts	60.06
9042	WILSONS ENGRAVING WORKS	Engraved Plaque – Margaret Campbell	93.50
9043	WML CONSULTANTS	Cuby East & Pauley Road/Intersection	3685.00
9044	ZIPFORM	Rate Notices	624.80
	<b>ELECTRIC TRANSFERS</b>		
180903	ENVIRO MONITORING SYSTEMS	Environmental Health Service Aug 2003	1244.79
	<b>CREDIT CARD TRANSACTIONS</b>		
280703	BALLARD SPORTSPOWER	Staff Clothing	159.95
	<b>TOTALS \$</b>		<b>112059.02 29969.12</b>

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That payment of Accounts Vouchers WP460, T1820 – T1826, T1831 – T1837, 8924 – 8932, 8989 – 8991, 9001 – 9044, Electric Transfer/s 180903 and Credit Card Transaction/s 280703, totalling \$142,028.14, as presented, be endorsed.**

**Creditors invoices processed and outstanding as at 18 September 2003 and not included in the cheque list presented to the Council meeting on 18 September 2003 total \$26,955.99.**

### **COUNCIL ACTION**

**Moved Cr Bradford, seconded Cr Brown that the Chief Executive Officers Recommendation be adopted.**

***CARRIED 7/0***

## 7.1.2 SHIRE OF CUBALLING FINANCIAL REPORTS AS AT 31 AUGUST 2003

		<b>Annual Budget 2003/04 \$</b>	<b>Actual YTD 2003/04 \$</b>
<b>OPERATING ACTIVITIES</b>	<b>Sch</b>		
<b><u>Income</u></b>			
General Purpose Funding	3	5,070	523,359
Governance	4	10,420	1,881
Law, Order & Public Safety	5	24,550	23,006
Health	7	1,200	402
Education and Welfare	8	0	64
Housing	9	0	0
Community Amenities	10	2,900	872
Recreation and Culture	11	2,350	341
Transport	12	4,350	799
Economic Services	13	3,750	1,491
Other Property and Services	14	42,500	22,536
<b>Total Operating Income</b>		<b>97,090</b>	<b>574,751</b>
<b><u>Expenditure</u></b>			
General Purpose Funding	3	-19,870	-838
Governance	4	-188,440	-61,339
Law, Order & Public Safety	5	-27,980	-11,824
Health	7	-18,300	-991
Education and Welfare	8	-1,550	0
Housing	9	-22,380	-2,107
Community Amenities	10	-104,720	-3,358
Recreation and Culture	11	-116,170	-6,826
Transport	12	-875,000	-171,121
Economic Services	13	-102,750	-25,896
Other Property and Services	14	-83,340	-45,768
<b>Total Operating Expenditure</b>		<b>-1,560,500</b>	<b>-330,068</b>
<b>ADJUSTMENTS FOR CASH REPORTING REQUIREMENTS:</b>			
Depreciation (Assets Register)		548,680	92,720
Profit/Loss on Sale of Assets		-4,100	0
<b><u>Capital Expenditure &amp; Income</u></b>			
Proceeds on Sale of Assets		65,000	0
Capital Grants and Subsidies		1,063,530	242,553
Land and Buildings		-271,900	-327
Infrastructure Assets - Roads		-543,490	-20,794
Plant and Equipment		-199,700	-2,500
Furniture and Equipment		-8,000	0
Proceeds from New Loans		0	0
Loan Repayments		-16,000	0
Transfer to Reserves		-123,000	0
Reserves (Cash Backed)		180,700	0
Opening Funds		250,000	250,016
Less Closing Funds		0	-806,351
<b>CLOSING POSITION</b>		<b>-521,690</b>	<b>0</b>

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**BANK RECONCILIATION**

	<b><u>Municipal Fund</u></b>	<b><u>Trust Fund</u></b>	<b><u>Reserve Accts</u></b>
Opening balance	\$135,326.54	\$101,390.03	\$496,521.95
Income	\$288,521.17	\$48,557.62	\$0.00
	\$423,847.71	\$149,947.65	\$496,521.95
Expenditure	-\$158,487.01	-\$72,794.68	-\$0.00
<b>Closing balance</b>	<b>\$265,360.70</b>	<b>\$77,152.97</b>	<b>\$496,521.95</b>
Bank account	\$278,804.45	\$96,034.98	\$0.00
Investments	\$0.00	\$0.00	\$496,521.95
	\$278,804.45	\$96,034.98	\$496,521.95
Plus O/S deposits	\$3,120.57	\$0.00	\$0.00
	\$281,925.02	\$96,034.98	\$496,521.95
Less O/S cheques	-\$30,054.82	-\$3,635.01	-\$0.00
	\$251,870.20	\$92,399.97	\$496,521.95
Less O/S licensing	-\$1,757.90	-\$0.00	-\$0.00
	\$250,112.30	\$92,399.97	\$496,521.95
Adjustments	\$15,248.40	-\$15,247.00	\$0.00
<b>Closing balance</b>	<b>\$265,360.70</b>	<b>\$77,152.97</b>	<b>\$496,521.95</b>

**SHIRE OF CUBALLING INVESTMENTS**

<b>Account Number</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Fund/Account</b>		
			<b>Municipal</b>	<b>Trust</b>	<b>Reserve</b>
652250053782	9 October 2003	4.55%			\$496,521.95
			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$496,521.95</b>

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**RATING INFORMATION 2003/2004**

	<b>Budget 2003/04</b>	<b>Actual 2003/04</b>
UV Rates Levied	\$407,360	\$411,616
GRV Rates Levied	\$44,380	\$44,108
UV Minimum Rates Levied	\$2,250	\$2,500
GRV Minimum Rates Levied	\$67,450	\$67,120
Interim Rates UV	\$0	\$0
Interim Rates GRV	\$0	\$0
Mining Tenement	\$250	\$250
	<b>\$521,690</b>	<b>\$525,594</b>
Rates o/s from previous years (1 July)	\$10,630	\$10,631
Rates Written Off	\$0	\$0
Discount Allowed	-\$37,000	-\$1,686
<b>Net Rates Receivable</b>	<b>\$495,320</b>	<b>\$534,539</b>
Emergency Services Levy	\$17,850	\$17,850
<b>Net Rates &amp; ESL Receivable</b>	<b>\$513,170</b>	<b>552,389</b>
Less Rates & ESL Paid		-\$21,981
<b>RATES OUTSTANDING</b>		<b>\$530,408</b>
Pensioner Deferred Rates		\$1,354
UV Rates as a % of total rates		79.0%
GRV Rates as a % of total rates		21.0%
Payment Discount as a % of total rates		0.3%
Rates Paid as a % of net rates receivable		4.0%
Rates Outstanding as a % of net rates		96.0%
Pensioner Deferred Rates as a % of O/S Rates		0.3%

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Financial Reports for the period ended 31 August 2003 be adopted by Council.**

**COUNCIL ACTION**

**Moved Cr Newman, seconded Cr Brown that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*



**7.1.3 SHIRE OF WANDERING – APPOINTMENT OF RELIEF CHIEF EXECUTIVE OFFICER**

**Background**

Letter from the Shire of Wandering appointing myself as Acting Chief Executive Officer for the period 6 October 2003 to 24 October 2003 (inclusive) whilst Mick Oliver is on annual leave.

**Comment**

This appointment is in accordance with past arrangements between the Shires of Cuballing and Wandering and is in place for assistance to be offered and a decision to be made should a significant incident occur.

During this period the Shire of Wandering will also be holding a Council meeting, however the date of the meeting has been changed to Wednesday 15 October 2003 so it won't clash with the Shire of Cuballing meeting. Wandering has also changed their September meeting date to Wednesday 17 September to enable me to sit in on the meeting for familiarisation.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing endorses the Chief Executive Officer being appointed as Acting Chief Executive Officer for the Shire of Wandering for the period 6 October to 24 October 2003, inclusive.**

**COUNCIL ACTION**

**Moved Cr Brown, seconded Cr Bradford that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

**7.1.4 LEGISLATIVE COUNCIL STANDING COMMITTEE ON PUBLIC ADMINISTRATION – INQUIRY INTO THE LOCAL GOVERNMENT ACT 1995**

**Background**

Letter from the Standing Committee on Public Administration and Finance advising they have commenced an inquiry into the Local Government Act 1995, and inviting Council to provide a written submission on the matters referred to in the terms of reference.

**Comment**

The Committee has resolved to conduct an inquiry into the Local Government Act 1995 following the recent controversy at the City of Joondalup between the Mayor and the Chief Executive Officer in relation to his tertiary qualifications.

Whilst the concern expressed by the Committee can be understood, the situation at Joondalup is an in-house issue and one that needs to be solved by that Council and the CEO, and not necessarily result in amendments to the Local Government Act. It is inconceivable to consider

that an amendment to the Act has to occur every time there is a dispute between a Council and the CEO.

The amendments being considered in many ways did form part of the former Local Government Act 1960 and the new Act was adopted to give local governments greater autonomy in the selection process and deregulate the need for specific qualifications. Previously the Minister had to sanction the appointment of a CEO (then Shire Clerk). If suitable qualifications were not held the Minister would generally endorse the appointment and stipulate that the person had to obtain certain qualifications within a specified time frame. This process often made it difficult for Councils in rural and remote areas to get suitable applicants and placed additional pressure on the incumbent. It also restricted a Council from appointing a person to a position that they deemed to be suitably and appropriately qualified and/or experienced.

I believe the amendments being considered by the Committee should not be supported, as they would have a negative impact on the selection process by Councils in general for a CEO, particularly in rural and remote areas. The requirement for qualifications should be left up to the individual Council and if a Council wants to appoint a person with specific qualifications they can then include that in their advertisement and make it part of the selection criteria.

### **Reporting Officer**

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing does not support the inquiry into the Local Government Act 1995, and proposed amendments as detailed in the Terms of Reference. Council is concerned that the amendments would revert the situation back to the 1960 Act and would have a negative impact on the appointment of Chief Executive Officers, particularly in rural and remote areas. The situation at the City of Joondalup is an in-house issue and needs to be resolved by that Council and not result in amendments to the Act.**

### **COUNCIL ACTION**

**Moved Cr Brown, seconded Cr Bradford that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

### **7.1.5 SHIRE OF WICKEPIN – APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2003/2004**

#### **Background**

Letter from the Shire of Wickepin advising of the appointment of Stephen Rose and Rex Bergin as Dual Fire Control Officers with the Shire of Cuballing for 2003/04.

#### **Comment**

The Wickepin appointments are the same as for last year, which were endorsed by Council.

#### **Reporting Officer**

Peter Naylor, Chief Executive Officer

## **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The appointment by the Shire of Wickepin of Stephen Rose and Rex Bergin as Dual Fire Control Officers with the Shire of Cuballing be endorsed. The Shire of Wickepin be advised that details of Shire of Cuballing Dual Fire Control Officers will be provided when the appointments have been finalised at the October 2003 meeting of the Bush Fire Advisory Committee.

## **COUNCIL ACTION**

Moved Cr Wittwer, seconded Cr Newman that the Chief Executive Officers Recommendation be adopted.

*CARRIED 7/0*

### **7.1.6 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – HERITAGE LOAN SCHEME**

#### **Background**

Correspondence from the WA Local Government Association requesting Council consideration to participating in the Heritage Loan Scheme.

#### **Comment**

The Heritage Loan Scheme is administered by the Western Australian Local Government Association and the Heritage Council of WA, and loans are disbursed and managed by StateWest Credit Society. Councils are asked to contribute in accordance with 0.5% of their rate revenue (\$2,375 for Cuballing Shire) or \$25,000, whichever is the lesser amount.

Funds available through the scheme are underwritten by participating Local Governments and the Heritage Council of WA. A Governing Board, which comprises representatives from WALGA, the Heritage Council of WA and StateWest Credit Society, has been established to assess all Heritage Loan Scheme applications.

Eligible Projects include: conservation works on places listed in a Municipal Inventory and the Heritage Council's State Register of Heritage Places; and works which are in accordance with the relevant Local Government's planning requirements.

Eligible Applicants include: any owner of a heritage property located within an eligible local government area (the Local Government must have contributed to the Heritage Loan Scheme fund); and a lessee or occupier of a heritage property within a relevant local government area (written consent must be provided by the owner).

With the number of heritage buildings/properties that are situated within the Shire of Cuballing and the restoration works being carried out by the owners this would be quite a good scheme for Council to be involved. However given the timing of the request and the fact that Council has already adopted the Budget for 2003/04, it appears that another project would have to be sacrificed, therefore I believe Council should inform WALGA that we will not be participating in this financial year.

## Reporting Officer

Peter Naylor, Chief Executive Officer

### CHIEF EXECUTIVE OFFICERS RECOMMENDATION

**Council informs the Western Australian Local Government Association that it has not budgeted for and therefore will not be participating in the Heritage Loan Scheme in 2003/04.**

### COUNCIL ACTION

**Moved Cr Bradford, seconded Cr Wittwer that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

## 7.1.7 DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT – CERTIFICATE OF RECOGNITION

### Background

Correspondence from the Department of Local Government advising that the Minister has modified the qualifying period for elected members to receive Certificates of Recognition from 15 to eight (8) years of service to Local Government.

### Comment

Investigation into the Shire of Cuballing file held at the Department of Local Government reveals that Certificates of Recognition have in the past been issued to :

Cr Gordon McDougall, in 1995;  
Cr Alan Lansdell, 2000; and  
Cr Ian Watts, 2000.

According to the honour board in the Shire administration office, since the change from the Cuballing Road Board to the Cuballing Shire Council in 1961, the following retired Councillors have served for a period of eight years or more:

<b>Councillor</b>	<b>Years Service</b>	<b>Presidential Term</b>
I M Hesford	1990 – 1998, 8 years	
P K Whitford	1986 – 1999, 13 years	
A G Lansdell	1982 – 2001, 14 years	
G L McDougall	1977 – 1995, 18 years	
D L Dent	1976 – 1994, 18 years	1985 – 1991
A C Farr	1973 – 1982, 9 years	
M L Perry	1972 – 1987, 16 years	
L C Lambert	1971 – 1980, 9 years	
L G Grout	1969 – 1990, 21 years	1974 – 1985
S H Whitford	1964 – 1986, 22 years	1973 – 1974
H S Bradford	1963 – 1972, 9 years	
R E Nottle	1961 – 1973, 12 years	
K Weatherhead*	1961 – 1973, 12 years	1969 – 1972
F S D Watts*	1961 – 1971, 10 years	1964 - 1968
G Grout*	1961 – 1969, 8 years	

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\* Indicates that the member was serving on the Roads Board prior to 1961 and therefore total years of service are in excess of that stated. It is also noted that former Councillors Gordon McDougall and Alan Lansdell have already been issued with Certificates.

I think it would be appropriate for Council to consider applying for Certificates of Recognition for all of the retired members indicated on the above list, with the exception of G McDougall and A Lansdell, and they be invited to a special function, possibly following a Council meeting, for a presentation ceremony. Should some of the persons indicated on the list be deceased then it would be nice for a family member or relative to be invited.

The Minister has commented in the letter that if a person has served eight or more years but is still on Council then a request for a Certificate for that person be deferred until their term has been completed or they retire from Council.

### **Reporting Officer**

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**Council requests the Department of Local Government and Regional Development to provide Certificates of Recognition for the following former Shire of Cuballing Councillors formally recognising their significant contribution to the district:**

**I M Hesford, P K Whitford, D L Dent, A C Farr, M L Perry, L C Lambert, L G Grout, S H Whitford, H S Bradford, R E Nottle, K Weatherhead, F S D Watts, and G Grout.**

**The recipients of the Certificates of Recognition and/or a family representative to be invited to a special function of Council for a presentation ceremony.**

### **COUNCIL ACTION**

**Moved Cr Wittwer, seconded Cr Newman that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 6/1*

## **7.1.8 PINGELLY BOWLING CLUB – REQUEST FOR FINANCIAL ASSISTANCE**

### **Background**

Letter received from the Pingelly Bowling Club requesting Council consideration to providing financial assistance for the laying of a synthetic surface bowling green.

### **Comment**

This is a very worthwhile project and one that I am sure will help the Pingelly Bowling Club become more economically viable in the future. The installation of a synthetic green will help them cut costs in relation to green keeper wages, water charges and fertiliser costs (as indicated in their letter).

There are a number of persons from within the northern sector of the Cuballing Shire that are members of the Pingelly Bowling Club and therefore the request is not unreasonable for Council

to consider. However, unfortunately the request was not presented to Council prior to the adoption of the 2003/04 Budget and no provision has been made to assist with this project.

Perhaps Council can inform the Club that as the request has been received after the adoption of the 2003/04 Budget a financial contribution can not be made at this time, however the matter will again be presented for consideration during budget deliberations for the 2004/05 financial year.

### **Reporting Officer**

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Pingelly Bowling Club be informed that the request for financial assistance has been received following the adoption of the Shire of Cuballing Budget for 2003/04 and therefore a contribution can not be made at this time, however Council will again consider the matter during budget deliberations for the 2004/05 financial year.

### **COUNCIL ACTION**

Moved Cr Newman, seconded Cr Brown that the Chief Executive Officers Recommendation be adopted.

LOST 2/5

**Moved Cr Hawksley, seconded Cr McKenzie that the Shire of Cuballing does not make a financial contribution to the Pingelly Bowling Club for the installation of a synthetic bowling green.**

***CARRIED 6/1***

Council acknowledged that some residents of the Shire are members of the Pingelly Bowling Club, however that many residents are also members of various sporting organisations with neighbouring towns. To contribute to the Pingelly Bowling Club will be setting a precedence for contributions to be made to the other various organisations. Council also noted that local facilities and amenities are being improved and developed within this Shire and to allocate funding to Pingelly will restrict this process.

## **7.1.9 SHIRE OF CUBALLING POLICY REVIEW**

### **Background**

The Shire of Cuballing Policy Manual is in many instances out-dated and requires a total review.

### **Comment**

Copies of the Policy Manual have been circulated at the Council meeting and it is requested that Council takes the time to work through as many of the sections as possible to review and where necessary repeal policies that are no longer relevant.

Council worked through sections 1 to 6 of the Policy Manual and repealed various policies that are no longer required or relevant. Council took this action to reduce the size of the Policy Manual prior to rewording other policies at future Council meetings.

## **Reporting Officer**

Peter Naylor, Chief Executive Officer

## **CEO RECOMMENDATION**

## **COUNCIL ACTION**

**Moved Cr Brown, seconded Cr McKenzie that the following Shire of Cuballing policies that are now encompassed in legislation, covered by other policies, or are no longer applicable be repealed:**

- 1.3 Newsletter**
- 1.12 Tenders (Procedure for calling and receipt)**
- 1.18 Caravan Park Habitation**
- 2.2 Annual Review of Minor Fees and Charges**
- 2.7 Municipal Fund Account**
- 2.10 Authorisation (Accounts for Payment)**
- 3.9 Recording of Council Meetings**
- 3.13 Council Get Together**
- 4.3 TV Antennas**
- 4.18 Salaries (Shire Manager/Engineer)**
- 5.1 Gates Provided under Resumptions**
- 5.2 Automatic Gear Boxes in Council Tip Trucks**
- 6.7 Firebreaks (Provision for Haystacks)**
- 6.15 Firebreak Width**

*CARRIED 7/0*

## **7.2 REPORTS – WORKS**

### **7.2.1 WORKS SUPERVISORS REPORT**

#### **MAINTENANCE GRADING**

The graders have been working with rollers to make sure that a good compaction is obtained to ensure the roads are in good condition for the summer months. In the past month one grader has been working in the South Western area of the Shire and the other in the North East. Recent rainfalls have not interfered too much with the grading processes, however the roads are still very damp.

#### **SIGNAGE**

A number of new signs have been erected throughout the Shire. These include directional signs, hazard boards and road/street names.

A quotation has been provided to Main Roads WA for the erection of new and relocation of existing signage through Cuballing along the Great Southern Highway for the new 70 Kmh and 90 Kmh speed zones.

#### **CULVERTS**

A few new culverts have been installed in the Cuballing and Popanyinning townsites.

#### **BMX TRACK**

The Shire works crew were involved with the development of the BMX Track in Cuballing on Saturday 30 August 2003. The men were very pleased to help (voluntarily) with this project and gained some satisfaction with the amount of community involvement.

### **SPRINGHILL ROAD**

Tree lopping has been carried out on the shoulders of this road to enable widening works to commence at a later date. It is also proposed to construct a 1.8 metre dual purpose asphalt path on the northern side of the road to the cemetery.

### **MACHINERY**

All items of plant and machinery are being serviced and maintained as required.

Specifications have been prepared for the purchase of the new Vibrating Roller and tenders will be advertised in the near future.

### **STAFF**

Terry Clarke and Graham Maddison will be attending a Cherry Picker training course in Wickepin on Tuesday 9 September 2003. The course was fully accredited and they will receive Worksafe Certification.

### **PRIVATE WORKS**

Various private works orders are being received and these are being completed as time permits.

Private Works invoices issued for the month of August 2003 total \$22,309.

### **Reporting Officer**

Alex Richardson, Works Supervisor

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That the Works Supervisors Report be received and information noted.**

### **COUNCIL ACTION**

**Moved Cr Brown, seconded Cr Newman that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

## **7.2.2 YORNANING EAST ROAD – ROAD REALIGNMENT**

### **Background**

It has been brought to my notice that when Council upgraded the Yornaning East Road in 1998 the road alignment was changed in three specific areas through property owned by H W & L J Young. Mr Young has requested that the land exchanges be formalised to enable the matter to be finalised.

### **Comment**

The road closure, road dedication and land amalgamation processes are extremely complex and could take possibly up to 18 months to be finalised.

Mr Peter Gow has undertaken a survey of the land and road reserve on behalf of Council, and Council is in receipt of letters from Mr Young requesting the matter to be progressed. At this stage Council needs to adopt a resolution to advertise, in accordance with section 58 of the Land



Administration Act 1997, the intent of closing portion of the original road reserve, resuming part of Mr Young's land for dedication of a new road reserve, and amalgamation of part of the former road reserve into Mr Young's property. Notice of the proposal is required to be advertised for 35 days in a newspaper circulating in the district and any submissions considered prior to Council resolving to progress the matter further. Letters also need to be forwarded to relevant government departments seeking their endorsement of the process.

### **Reporting Officer**

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

1. **With respect to the former construction of the Yornaning East Road and the formation of portion of that road on a new alignment, Council advises, in accordance with section 58 of the Land Administration Act 1997, of its intent to advertise the closure of the 14,963m<sup>2</sup> portion of the Yornaning East Road Reserve (being the old road alignment).**
2. **That to continue the process to complete the land transfers as a result of the construction of the road on the new alignment, the Shire of Cuballing undertakes the following actions:**
  - **To officially resume and dedicate the two separate portions of Williams location 13450, being 3,643m<sup>2</sup> and 13,823m<sup>2</sup>, from H W & L J Young, to be added to the road reserve;**
  - **To officially resume and dedicate the portion of Williams location 8254, being 5,869m<sup>2</sup>, from H W & L J Young to be added to the road reserve;**
  - **Process the portion of Williams location 13450, being 19,437m<sup>2</sup> and south of the new road alignment, to be amalgamated with Williams location 8254;**
  - **Process the closed portion of the former road reserve, being an area of 14,963m<sup>2</sup>, to be amalgamated with Williams location 8254.**
3. **Letters to be forwarded to relevant government departments advising of Councils resolution and requesting their comments on the proposals.**
4. **Council agrees to be responsible for all fees and charges associated with the road reserve adjustments and land amalgamation processes.**

### **COUNCIL ACTION**

**Moved Cr Wittwer, seconded Cr Bradford that the Chief Executive Officers Recommendation be adopted.**

***CARRIED 7/0***

### 7.3 REPORTS – BUILDING

#### 7.3.1 BUILDING SURVEYORS REPORT

**Summary:**

There were four (4) building applications approved for the month of August 2003. Councils Building Surveyor has issued building licenses for the proposals as all the information required has been supplied.

**Comment:**

Listed below are details of the applications and proposed structures.

<b>Approval Date</b>	<b>Lic No</b>	<b>Name &amp; Address of Owner</b>	<b>Name &amp; Address of Contractor. If owner-builder please indicate</b>	<b>Structure</b>	<b>Situation of Building Lot or Street No &amp; Town or Suburb</b>
13-8-03	3/03.04	CI & HM LANSDELL LOT 11-12 FRANCIS ST POPANYINNING 6309	A & JA WEGUELIN 2582 NORTH BANNISTER RD WANDERING 6308	FARM SHED	LOT 6 WILLIAMS RD WEST POPANYINNING
25-8-03	4/03.04	KJ & RM PARKER PO BOX 174 POPANYINNING	O/B	LAUNDRY TOILET	LOC. 9916 TURTON ROAD POPANYINNING
11-8-03	5/03.04	B & L JENNINGS LOT 6291 POPANYINNING RD WEST CUBALLING	O/B	VERANDAH	LOC. 6291 POPANYINNING RD WEST CUBALLING
25-8-03	6/03.04	PETER HOROBIN LOT 330 CARTON STREET CUBALLING	O/B	SHED EXTENSION	LOT 330 CARTON STREET CUBALLING

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implication:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Reporting Officer**

Darryle Baxter, Building Surveyor

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That the Building Surveyors Report be received and information noted.**

**COUNCIL ACTION**

**Moved Cr Brown, seconded Cr McKenzie that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
DATE

## **7.4 REPORTS – HEALTH**

### **7.4.1 ENVIRONMENTAL HEALTH OFFICERS REPORT**

#### **PURPOSE**

To advise Council of Environmental Health inspections that have been carried out in the District.

#### **REPORT**

The following inspections have been carried out during the month of August 2003.

#### **Food Premises**

Cuballing Tavern, Alton Street, Cuballing.  
Premises found to be operating within legislative requirements.

#### **Rubbish Tips**

- (i) Cuballing Rubbish Tip  
Wind blown litter around site.  
*Action required – 1. Pick up windblown litter in bush around site.*
- (ii) Popanyinning Rubbish Tip  
Wind blown litter around site.  
*Action required – 1. Pick up windblown litter in bush around site.*

The rubbish tips should be inspected monthly by the local Fire Control Officer to assess compliance with bushfire safety requirements.

#### **On-site Effluent Disposal**

- (i) Lot 89 Beeston Street, Cuballing  
Inspection of proposed on-site effluent disposal system.
- (ii) Location 9916 Turton Road, Popanyinning  
Inspection of proposed on-site effluent disposal system.

#### **CORPORATE PLAN/POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL/BUDGET IMPLICATIONS**

None anticipated.

#### **Reporting Officer**

Maurice Walsh, Environmental Health Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Environmental Health Officers Report be received and information noted.

**COUNCIL ACTION**

Moved Cr Brown, seconded Cr Wittwer that the Chief Executive Officers Recommendation be adopted.

*CARRIED 7/0*

**7.5 REPORTS – TOWN PLANNING**

Nil

**8. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**9. OTHER URGENT BUSINESS**

**9.1 MRS J LAVER – CUBALLING NEWSLETTER ITEM**

Cr Newman tabled a letter received from Mrs Laver in response to an item included in the recent Cuballing Newsletter on Noisy Vehicles.

Council resolved for Cr Newman and the Chief Executive Officer to formulate a response to Mrs Laver.

**9.2 CENTRAL COUNTRY ZONE (CZZ) GOLF DAY**

Cr Brown provided a brief report to Council on the CCZ Golf Day held in Beverley on Friday, 5 September 2003.

**10. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 4.45 pm.

**CONFIRMED AS A TRUE RECORD OF PROCEEDINGS ON \_\_\_\_\_**

\_\_\_\_\_  
**PRESIDENT**