



SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING
HELD ON THURSDAY 15 JULY 2004**

MINUTES

SHIRE OF CUBALLING

ORDINARY COUNCIL MEETING
THURSDAY 15 JULY 2004

MINUTES

TABLE OF CONTENTS

1. **OPENING - ANNOUNCEMENT OF VISITORS**
2. **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**
3. **PUBLIC QUESTION TIME**
4. **APPLICATIONS FOR LEAVE OF ABSENCE**
5. **MINUTES**
 - 5.1 Confirmation of 24 June 2004 Meeting of Council (as circulated)
6. **PETITIONS, DEPUTATIONS, PRESENTATIONS**
7. **REPORTS OF OFFICERS**
 - 7.1 **FINANCE AND ADMINISTRATION** (Beige)
 - 7.2 **WORKS** (Blue)
 - 7.3 **BUILDING** (Green)
 - 7.4 **HEALTH** (Pink)
 - 7.5 **TOWN PLANNING** (Yellow)
8. **ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
9. **OTHER URGENT BUSINESS**
10. **CLOSURE OF MEETING**

Ordinary Council Meeting Minutes 15 July 2004
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
15 JULY 2004**

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

President welcomed Councillors, declared meeting open 2.05 pm.

2. RECORD OF ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

ATTENDANCE

President Cr I L Watts

Cr J D Brown

Cr C R McKenzie

Cr T H Wittwer

Chief Executive Officer P T Naylor

Deputy President Cr D S Bradford

Cr C R McKenzie

Cr T H Wittwer

Cr C R Hawksley

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

Moved Cr Bradford, seconded Cr McKenzie that leave of absence be granted to Cr Hawksley for the 19 August 2004 meeting of Council.

CARRIED 7/0

5. MINUTES

5.1 CONFIRMATION OF 24 JUNE 2004 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 24 June 2004 be confirmed.

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004
COUNCIL ACTION

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

CARRIED 7/0

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

7. REPORTS OF OFFICERS

7.1 REPORTS – FINANCE AND ADMINISTRATION

7.1.1 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – JULY 2004

| V | NAME | PARTICULARS | MUNI | TRUST |
|----------|----------------------------|---|-------------|--------------|
| 9482 | AUST. TAXATION OFFICE | BAS May 2004 | 5918.00 | |
| 9483 | PETTY CASH | Petty Cash Recoup | 281.70 | |
| 9484 | HAINES NORTON | Financial Reporting Software | 385.00 | |
| 9485 | BUILDERS REGIST. BOARD | Building Dispute Fees May 2004 | 98.00 | |
| 9598 | BELINDA WILCOX | Refreshments | 69.01 | |
| 9599 | WA LOCAL GOVT SUPER PLAN | Super Contributions June 2004 | 7065.15 | |
| 9600 | AUSTRALIAN SERVICES UNION | Employee Deductions June 2004 | 46.50 | |
| 9601 | SHIRE OF CUBALLING | Social Club Deductions June 2004 | 240.00 | |
| 9602 | ELDERS LIMITED | Materials | 264.00 | |
| 9603 | NGN REVHEADS COMMITTEE | Contribution Towards Helipad Project | 1000.00 | |
| 9604 | DEPT OF LAND INFORMATION | Lodging Fees - Road Widening | 285.00 | |
| 9605 | TELSTRA | Mobile A/C | 50.01 | |
| 9620 | ACCIDENTAL FIRST AID SUPP. | First Aid Kits Maintenance | 65.10 | |
| 9621 | BEAUREPAIRES | Parts & Repairs | 72.83 | |
| 9622 | RD & RA BETTELEY | Push Gravel & Clearing Works | 10043.00 | |
| 9623 | BOISE CASCADE | Stationery | 88.14 | |
| 9624 | COLES | Refreshments | 120.40 | |
| 9625 | COURIER AUSTRALIA | Freight | 26.92 | |
| 9626 | CUBALLING CONCRETE | Work at Popanyinning Playground | 357.50 | |
| 9627 | CUBALLING TAVERN | Council Luncheon | 302.30 | |
| 9628 | DEPT OF LAND INFORMATION | Title Search | 19.40 | |
| 9629 | R DEWS MINI EXCAVATIONS | Work at Popanyinning Playground | 231.00 | |
| 9630 | DRYANDRA ELECTRICAL SERV. | Installation of Exit Lights at CWA Hall | 550.00 | |
| 9631 | FILTERS PLUS | Parts & Repairs - Air Filter | 170.28 | |
| 9632 | FRANK WESTON & CO | Parts & Repairs | 322.69 | |
| 9633 | GREAT SOUTH. COMMUNICAT. | Parts & Repairs - Two Way Radios | 190.00 | |
| 9634 | GREAT SOUTHERN FUELS | Fuels & Oils | 8124.46 | |
| 9635 | INGREY MITSUBISHI | Parts & Repairs | 34.72 | |
| 9636 | JAYS BUSINESS EQUIPMENT | Office Equipment Supplies | 147.57 | |
| 9637 | JR & A HERSEY P/L | Protective Clothing | 113.33 | |
| 9638 | LANDMARK | Materials | 5996.10 | |
| 9639 | LR ARCHIBALD & CO P/L | Plant Hire Charges & Materials | 5311.17 | |
| 9640 | MAKIT NGN HARDWARE | Materials | 186.45 | |

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

| | | | | |
|------------------------------------|---------------------------|--------------------------------------|--------------|-----------------------------|
| 9641 | MCDOUGALL WELDMENTS | Materials | 355.20 | |
| 9642 | NGN HIRE SERVICE | Equipment Hire | 53.45 | |
| 9643 | REGIONAL SIGNS | Cemetery Boards | 22.00 | |
| 9644 | SHIRE OF WANDERING | CLC Expenses June 2004 | 305.02 | |
| 9645 | SHIRE OF WICKEPIN | Recycling Charges May 2004 | 330.00 | |
| 9646 | C SMARGIASSI | Popanyinning Hall Maintenance | 148.25 | |
| 9647 | SOUTH WEST PRINT. & PUBL. | Advertisements June 2004 | 764.72 | |
| 9648 | SOUTHERN WIRE | Materials | 3182.30 | |
| 9649 | STAR TRACK EXPRESS | Freight | 41.04 | |
| 9650 | STATE LAW PUBLISHER | Govt Gazette Advertising - TPS No. 2 | 76.13 | |
| 9651 | SUNNY SIGN COMPANY P/L | Signs | 761.20 | |
| 9652 | TELSTRA | Popanyinning Tele Access Point | 1637.00 | |
| 9653 | TOWN OF NARROGIN | Building Inspection Fees June 2004 | 1613.37 | |
| 9654 | VALUER GENERALS OFFICE | Rural UV Valuations | 210.00 | |
| 9655 | WA LOCAL GOVT ASSOCIAT. | LCC Website Service Fee 2003/04 | 1458.05 | |
| 9656 | WATER CORPORATION | Water A/C | 590.65 | |
| 9657 | WESTERN POWER | Power A/C | 2349.85 | |
| T1894 | CASH | Social Club Lotto | | 100.00 |
| T1895 | AW LYNEHAM & SON | Reimburse Bond Paid - Popo Hall Hire | | 100.00 |
| T1896 | B.C.I.T.F. | B.C.I.T.F. Fees | | 273.30 |
| T1897 | BARRY HARRIS FAMILY TRUST | Envirofund (LCDC) | | 11591.80 |
| ELEC TSFR TRANSACATIONS | | | | |
| 290604 | SALARIES & WAGES | Wages 160604 - 290604 | 15965.30 | |
| | | | TOTAL | 78039.26 12065.10 |

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That payment of Accounts Vouchers T1894 - T1897, 9482 - 9485, 9598 - 9605, 9620 - 9657, and Electric Transfer/s 290604, totalling \$90104.36, as presented, be endorsed.

Creditors invoices processed and outstanding as at 15 July 2004 and not included in the cheque list presented to the Council meeting on 15 July 2004 total \$_____.

COUNCIL ACTION

Moved Cr Brown, seconded Cr McKenzie that payment of Accounts Vouchers T1894 - T1897, 9482 - 9485, 9598 - 9605, 9620 - 9657, and Electric Transfer/s 290604, totalling \$90104.36, as presented, be endorsed.

Creditors invoices processed and outstanding as at 15 July 2004 and not included in the cheque list presented to the Council meeting on 15 July 2004 total \$64,719.59.

CARRIED 7/0

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

7.1.2 SHIRE OF CUBALLING FINANCIAL REPORTS AS AT 30 JUNE 2004

| | | Annual Budget 2003/04 \$ | Actual YTD 2003/04 \$ |
|---|-----|---|--|
| OPERATING ACTIVITIES | Sch | | |
| <u>Income</u> | | | |
| General Purpose Funding | 3 | 5,070 | 532,393 |
| Governance | 4 | 10,420 | 9,465 |
| Law, Order & Public Safety | 5 | 24,550 | 45,933 |
| Health | 7 | 1,200 | 1,512 |
| Education and Welfare | 8 | 0 | 416 |
| Housing | 9 | 0 | -10,145 |
| Community Amenities | 10 | 2,900 | 4,062 |
| Recreation and Culture | 11 | 2,350 | 3,695 |
| Transport | 12 | 4,350 | 21,582 |
| Economic Services | 13 | 3,750 | 6,765 |
| Other Property and Services | 14 | 42,500 | 71,566 |
| <u>Total Operating Income</u> | | 97,090 | 687,244 |
| <u>Expenditure</u> | | | |
| General Purpose Funding | 3 | -19,870 | -15,089 |
| Governance | 4 | -188,440 | -209,368 |
| Law, Order & Public Safety | 5 | -27,980 | -40,634 |
| Health | 7 | -18,300 | -13,906 |
| Education and Welfare | 8 | -1,550 | -4,408 |
| Housing | 9 | -22,380 | -12,124 |
| Community Amenities | 10 | -104,720 | -45,178 |
| Recreation and Culture | 11 | -116,170 | -154,039 |
| Transport | 12 | -875,000 | -705,213 |
| Economic Services | 13 | -102,750 | -67,653 |
| Other Property and Services | 14 | -83,340 | -98,076 |
| <u>Total Operating Expenditure</u> | | -1,560,500 | -1,365,688 |
| ADJUSTMENTS FOR CASH REPORTING REQUIREMENTS: | | | |
| Depreciation (Assets Register) | | 548,680 | 472,847 |
| Profit/Loss on Sale of Assets | | -4,100 | -4,436 |
| <u>Capital Expenditure & Income</u> | | | |
| Proceeds on Sale of Assets | | 65,000 | 46,903 |
| Capital Grants and Subsidies | | 1,063,530 | 1,041,345 |
| Land and Buildings | | -271,900 | -104,162 |
| Infrastructure Assets - Roads | | -543,490 | -537,752 |
| Plant and Equipment | | -199,700 | -160,479 |
| Furniture and Equipment | | -8,000 | -5,620 |
| Proceeds from New Loans | | 0 | 0 |
| Loan Repayments | | -16,000 | -11,913 |
| Transfer to Reserves | | -123,000 | -126,240 |
| Reserves (Cash Backed) | | 180,700 | 145,620 |
| Opening Funds | | 250,000 | 250,016 |
| Less Closing Funds | | 0 | -327,837 |
| CLOSING POSITION | | -521,690 | 152 |

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

BANK RECONCILIATION

| | Municipal Fund | Trust Fund | Reserve Accts |
|------------------------|-----------------------|--------------------|----------------------|
| | \$ | \$ | \$ |
| Opening balance | \$378,873.36 | \$69,912.19 | \$515,384.01 |
| Income | \$169,803.07 | \$504.40 | \$4,389.64 |
| | \$548,676.43 | \$70,416.59 | \$519,773.65 |
| Expenditure | -\$296,269.35 | -\$17,910.33 | -\$42,620.00 |
| Closing balance | \$252,407.08 | \$52,506.26 | \$477,153.65 |
| Bank account | \$281,482.99 | \$52,497.07 | \$477,153.65 |
| Investments | \$0.00 | \$11,946.30 | \$0.00 |
| | \$281,482.99 | \$64,443.37 | \$477,153.65 |
| Plus O/S deposits | \$625.00 | \$0 | \$0 |
| | \$282,107.99 | \$64,443.37 | \$477,153.65 |
| Less O/S cheques | -\$29,672.31 | -\$11,937.11 | -\$0 |
| | \$252,435.66 | \$52,506.26 | \$477,153.65 |
| Less O/S licensing | -\$0.00 | \$0 | \$0 |
| | \$252,435.66 | \$52,506.26 | \$477,153.65 |
| Adjustments | -\$28.60 | \$0 | \$0 |
| Closing balance | \$252,407.06 | \$52,506.26 | \$477,153.65 |

RATING INFORMATION 2003/2004

| | Budget 2003/04 | Actual 2003/04 |
|--|---------------------------|---------------------------|
| 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 | -\$169 |
| Interim Rates GRV | \$0 | \$0 |
| Mining Tenement | \$250 | \$250 |
| | \$521,690 | \$525,425 |
| Rates o/s from previous years (1 July) | \$10,630 | \$10,631 |
| Rates Written Off | \$0 | \$0 |
| Discount Allowed | -\$37,000 | -\$38,609 |
| Net Rates Receivable | \$495,320 | \$497,447 |
| Emergency Services Levy | \$17,850 | \$17,790 |
| Net Rates & ESL Receivable | \$513,170 | \$515,237 |
| Less Rates & ESL Paid | | -\$507,617 |
| RATES OUTSTANDING | | \$7,620 |
| Pensioner Deferred Rates | | \$1,791 |
| 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 | | 7.3% |
| Rates Paid as a % of net rates receivable | | 98.5% |
| Rates Outstanding as a % of net rates | | 1.5% |
| Pensioner Deferred Rates as a % of O/S Rates | | 23.5% |

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004
ROADS MAINTENANCE AND CONSTRUCTION

| MAINTENANCE | | | | |
|---------------------------------|---------------|---------------|------------------|----------------------|
| Details | Job No | Status | Budget \$ | Actual YTD \$ |
| Refuse Sites (Cuby & Popo) | 1000.1/2 | | 58,710 | 25,116 |
| Parks and Reserves | 1100.9 | | 68,310 | 30,160 |
| Road Maintenance General | 1201.31 | | 196,190 | 180,724 |
| Tree Lopping/Mulching | 1201.34 | | 30,000 | 12,025 |
| Tree Lopping (Contract) | 1201.34 | | 15,970 | 11,760 |
| Town Maintenance - Cuballing | 1201.35 | | 10,000 | 15,996 |
| Town Maintenance - Popanyinning | 1201.36 | | 5,000 | 18,268 |
| Bitumen Patching | 1201.37 | | 20,000 | 14,258 |
| Bridges & Culverts - General | 1201.38 | | 75,000 | 8,478 |
| Grading Maintenance - Winter | 1201.41 | | 91,500 | 109,193 |
| Grading Maintenance - Shoulder | 1201.42 | | 67,090 | 5,742 |
| Grading Maintenance - Summer | 1201.43 | | 90,000 | 67,183 |
| Storm Damage (Williams Road) | 1201.44 | Comp | 90,000 | 65,515 |
| Weed Control – Declared Plants | 1300.1 | | 12,060 | 8,712 |
| Weed Control - Roadside | 1300.3 | | 12,060 | 3,864 |
| Total Maintenance | | | 841,890 | 576,994 |
| CONSTRUCTION | | | | |
| Cuballing East (RRG) | 1200.30 | Comp | 91,260 | 95,910 |
| Nebrikinning/Congelin (BS) | 1200.42 | Comp | 76,470 | 68,244 |
| Popanyinning East (DG) | 1200.50 | Comp | 60,250 | 86,940 |
| Congelin (R2R) | 1200.60 | Comp | 63,300 | 47,264 |
| Nebrikinning (R2R) | 1200.63 | IP | 60,880 | 109,800 |
| Springhill (R2R) | 1200.64 | Comp | 64,540 | 72,251 |
| Yornaning West (Own) | 1200.71 | | 60,340 | 0 |
| Stratherne (Own) - Comp | 1200.74 | Comp | 30,610 | 36,549 |
| Town Streets (Own) | 1200.72 | Comp | 33,820 | 29,901 |
| Total Construction | | | 541,470 | 546,859 |
| GRAND TOTAL | | | 1,383,360 | 1,123,853 |

INVESTMENTS

| Account Number | Maturity Date | Interest Rate | Fund/Account | | |
|-----------------------|----------------------|----------------------|---------------------|--------------------|----------------|
| | | | Municipal | Trust | Reserve |
| 652250055120 | 8 April 2004 | 5.15% | | \$11,946.30 | |
| | | | \$0.00 | \$11,946.30 | \$0.00 |

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Financial Reports for the period ended 30 June 2004 be adopted by Council.

COUNCIL ACTION

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

CARRIED 7/0

SHIRE PRESIDENT

DATE

7.1.3 REVIEW OF SHIRE OF CUBALLING POLICY 5.12 – COUNCIL PLANT AND EQUIPMENT, PRIVATE USE BY STAFF

Background

Councils current Policy is that employees must apply to the Chief Executive Officer for the private use of any Council Capital Plant and/or Equipment. This process has been working well at the Shire of Cuballing, however the private use of plant and equipment by staff remains a point of conjecture at many local governments. The Department of Local Government and Regional Management is encouraging Councils to review their existing policy (arrangements) and if considered necessary introduce changes to ensure the use of plant and equipment is fair and equitable to all parties.

Comment

This matter was recently raised at the Narrogin Zone Local Government Managers Australia (LGMA) meeting held in Wickopin by John Watson, Chief Executive Officer of LGMA, and John Gilfellow from the Department of Local Government and Regional Development. In the discussions held it was felt that whilst Councils may like to provide assistance to the staff in allowing the use of plant and equipment there should to be some sort of accountability and liability introduced. This could be in the form of a simple fee structure and staff signing a plant/equipment hire form indemnifying Council against damages, etc, whilst the plant/equipment is being used.

Included in the Council meeting agenda is a revised Policy (5.12) and Staff Plant Hire Agreement/Indemnity form that have been prepared for Council consideration.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That Shire of Cuballing Policy 5.12 be amended in accordance with the revised Policy, as included in the Council meeting agenda, for the Hire of Plant and Equipment by Shire Staff.

COUNCIL ACTION

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

CARRIED 7/0

7.1.4 DEPARTMENT FOR PLANNING AND INFRASTRUCTURE – RESERVATION OF POPANYINNING LOT 313 FORREST STREET FOR “COMMUNITY PURPOSES”

Background

Correspondence from the Department for Planning and Infrastructure (DPI) advising that Popanyinning Lot 313 (former Popanyinning School Building) has now been designated as Reserve

Ordinary Council Meeting Minutes 15 July 2004

47419 for the purpose of "Community Purposes" and management vested with the Shire of Cuballing.

Comment

The property was previously under the control and management of the Minister for Works as a school building and more recently let to the Country Women's Association (CWA) for use as the Popanyinning CWA Hall.

This matter was previously raised at the March 2003 meeting of Council, where it was resolved that Council was prepared to accept Management of the property, however that it be offered to the CWA in the first instance as they are the occupants of the property. This process was carried out but the CWA did not want a Management Order because of the fragility of their membership and the Popanyinning CWA has since closed.

As previously mentioned the property is the former Popanyinning School and plays a significant part in the history of Popanyinning.

In accepting the Management Order Council has the opportunity to lease the building for community purposes subject to approval by the Minister for Lands and not being for a period longer than 21 years.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **The correspondence from the Department for Planning and Infrastructure be noted and the Management Order for Lot 313 Forrest Street, Popanyinning, be accepted; and**
- **The Chief Executive Officer investigate possible local groups within Popanyinning that may be interested in leasing the property.**

COUNCIL ACTION

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

CARRIED 7/0

SHIRE PRESIDENT

DATE

7.1.5 **SHIRE OF CUBALLING FINANCIAL REPORTING REQUIREMENTS**

Background

Clauses 34 and 35 of the Local Government (Financial Management) Regulations 1996 stipulate the Financial Reporting requirements of a Local Government and the format in which the reports are to be presented to Council.

Comment

The Regulations provide for the financial reporting requirements to be presented to Council on a monthly, quarterly and annual basis, however they also state that the local government may resolve to receive triannual reports for the periods ending 31 October, 28 February and 30 June in a financial year rather than quarterly reports for the periods ending 30 September, 31 December, 31 March and 30 June. The local government can also decide that a quarterly or triannual report for the period ending 30 June in any year need not be prepared, if before that date, the Council (by absolute majority) resolves that such a report is not necessary. In this situation the Audited Annual Report of the local government replaces the quarterly or triannual report.

Council has previously resolved (July 2003 meeting) that the financial reporting format for the 2003/04 financial year, just completed, to be in the format of triannual reports and that the triannual report for the period ending 30 June 2004 need not be prepared and be replaced by the Audited Annual Report. This reporting format appears to be working well, and to the satisfaction of Council and therefore I propose that the same format be adopted for the 2004/05 financial year.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Shire of Cuballing, in accordance with clauses 34 and 35 of the Local Government (Financial Management) Regulations 1996, resolves that the Financial Reporting requirements for the 2004/05 financial year will be in the format of triannual reports for the periods ending 31 October 2004 and 28 February 2005, and that the triannual report for the period ending 30 June 2005 need not be prepared and be replaced by the Audited Annual Report.

COUNCIL ACTION

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

CARRIED 7/0

7.1.6 SHIRE OF CUBALLING BUDGET 2004/2005 FINANCIAL YEAR

This item was deferred to later in the meeting.

7.1.7 THE COUNTRY WOMENS ASSOCIATION OF WA (INC) – LEASE OF CUBALLING CWA HALL

Background

This matter was previously presented to the March 2004 meeting of Council. Council resolved to enter into a new lease agreement with the Country Women's Association (CWA) for the Cuballing CWA premises for a period of twenty (20) years in accordance with the conditions of the recently expired agreement.

Comment

Following Council's resolution the matter was referred to Lane, Buck and Higgins, Barristers & Solicitors) for preparation of the new lease agreement. This documentation has been circulated to Councillors with the Council meeting agenda.

When the new agreement has been agreed to and endorsed by Council, Lane Buck & Higgins will prepare three copies of the agreement for execution by all parties. Following this it will be necessary for a letter to be forwarded to the Minister for Lands for his consent to the lease agreement. This is a requirement in accordance with the conditions of the vesting order (5764/05 of 15 November 1979) upon which the management of the premises is vested with Council.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The draft Lease Agreement, for lease of the Cuballing CWA premises for period of 20 years, as prepared by Lane Buck & Higgins and presented to the Council meeting be endorsed by Council and duly executed on behalf of the Shire of Cuballing by the Shire President and Chief Executive Officer.

COUNCIL ACTION

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

CARRIED 7/0

7.1.8 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – LOCAL GOVERNMENT WEEK 2004

Background

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) is scheduled to be held at the Burswood Convention Centre on Sunday 8 August 2004, as part of Local Government Week 2004.

Comment

Copies of the Agenda for the WALGA AGM were provided to Councillors with the Council meeting agenda. Councils delegates to the AGM, Cr's Hawksley and Wittwer, received original copies of the document.

Prior to the WALGA AGM it will be necessary for Council to provide direction to the two Council delegates on how to vote on the various matters being raised for decision.

- 1.1 Constitutional Amendment – Term of the Third WA Local Government Association State Council (ASM0109/NW)
Support/Not Support
- 1.2 Constitutional Amendment Proposals – Transfer of Shire of Wiluna from Murchison Country Zone to Esperance-Eastern Goldfields Zone and Renaming of the Esperance-Eastern Goldfields Zone (ASM0120/NW, ASM0192/NW)
Support/Not Support
- 1.3 Groupings of Councils within WALGA Zones (ASM0144/NW)
Support/Not Support
- 2.1 Western Power – Lack of Maintenance on Infrastructure (INT0083/BHW)
Support/Not Support
- 2.2 Regional Co-operation & Structural Reform (CMD0090/MM)
Support/Not Support
- 2.3 Visiting Medical Specialist Services (HEA0160/MM)
Support/Not Support
- 2.4 Public Sector Housing (CMD0103/MM)
Support/Not Support
- 2.5 Local Government and Aboriginal Communities (LAN100/MM)
Support/Not Support
- 3.1 Maintenance of Vegetation Adjacent to Power Lines (LAN0169/AH)
Support/Not Support

Ordinary Council Meeting Minutes 15 July 2004

5.1 Amendment to Schedule 2.1 Local Government Act (INT016/BHW)

Support/Not Support

5.2 State Government Consultation with Local Government (INT0080/NW)

Support/Not Support

5.3 Conduct of Postal Elections (INT016/BWH)

Support/Not Support

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

Council direction please.

COUNCIL ACTION

Moved Cr Bradford, seconded Cr Newman that the two Council delegates for the Western Australian Local Government Association Annual General Meeting be directed to vote on behalf of Council as follows:

- **In support of items 1.1, 1.2, 2.1, 2.3, 2.4, 3.1, 5.2 and 5.3**
- **Not in support of item 1.3**
- **Items 2.2, 2.5 and 5.1 listen to the debate and make a joint informed decision; and**
- **For any late items that may be presented listen to debate and make a joint informed decision**

CARRIED 7/0

7.2 REPORTS – WORKS

7.2.1 WORKS SUPERVISORS REPORT

NEBRIKINNING ROAD

The Capital Works project on this road has now been completed with installation of fencing, purchase of pipes, clearing and pushing of gravel. The balance of the works will be completed as part of Councils maintenance program in 2004/2005, ie gravel sheeting, extending culverts, etc.

CUBALLING TOWNSITE (Lions Wayside Park)

Recently (on Saturday 26 June 2004) the Townscape committee had a busy bee to clean up this area with the works crew carting the refuse away the following Monday. The works have had a positive effect on this area and it now looks extremely inviting to passing traffic.

POPANYINING TOWN SITE

Works have continued in Popanyinning assisting the locals in preparation for the Centenary celebrations. The concrete practice cricket wicket and half court basketball areas have been laid and fencing commenced at the rear, this includes the enclosure for the practice wicket area. Sand has

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

been spread around the park, particularly in the main area to make it safer for the children. Thank you to Councillor McKenzie for digging the holes with his posthole digger for installation of the fence posts and basketball hoop.

REFUSE SITES

Processes are in place to alter the current tipping practice at the refuse sites to allow a more planned approach and better utilise the space available.

WINTER GRADING

This process is continuing with mostly good results. Spoon drains are being opened up to assist in the water run off.

GENERAL MAINTENANCE

General maintenance is continuing throughout the Shire.

PLANT AND MACHINERY

All items of plant and machinery are being serviced and maintained as required, and all plant is in good working order.

PRIVATE WORKS

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

Private works invoices for the month of June 2004, totaling \$2,173.

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

7.3 REPORTS – BUILDING

7.3.1 BUILDING SURVEYORS REPORT

Summary:

There were no building applications approved and licenses issued for the month of June 2004.

Detailed below is a summarised breakdown of the costs pertaining to the Building Surveyors activities for the twelve-month period July 2003 to June 2004.

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

| Month | Hours | Cost/Month | Km's | Cost | Total Cost | Bldg Apps | Value |
|--------------|---------------|--------------------|--------------|-------------------|--------------------|------------------|------------------|
| July | 19.5 | \$828.75 | 313 | \$187.80 | \$1,016.55 | 1 | \$196,440 |
| August | 29.0 | \$1,232.50 | 552 | \$331.20 | \$1,563.70 | 4 | \$58,000 |
| September | 25.5 | \$1,083.75 | 670 | \$402.00 | \$1,485.75 | 4 | \$207,943 |
| October | 17.5 | \$743.75 | 407 | \$244.20 | \$987.95 | 0 | \$0 |
| November | 25.5 | \$1,083.75 | 551 | \$330.60 | \$1,414.35 | 7 | \$57,650 |
| December | 22.5 | \$956.25 | 491 | \$294.60 | \$1,250.85 | 2 | \$82,500 |
| January | 14.5 | \$616.25 | 302 | \$181.20 | \$797.45 | 2 | \$15,000 |
| February | 20.5 | \$871.25 | 448 | \$268.80 | \$1,140.05 | 1 | \$11,755 |
| March | 26.0 | \$1,105.00 | 397 | \$238.20 | \$1,343.20 | 3 | \$33,755 |
| April | 22.0 | \$935.00 | 331 | \$198.60 | \$1,133.60 | 3 | \$95,982 |
| May | 31.25 | \$1,328.13 | 521 | \$312.60 | \$1,640.73 | 6 | \$194,907 |
| June | 27.0 | \$1,147.50 | 532 | \$319.20 | \$1,466.70 | 0 | \$0 |
| Total | 280.75 | \$11,931.88 | 5,515 | \$3,309.00 | \$15,240.88 | 33 | \$953,932 |

Comment: Nil

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 Bradford, 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 June 2004.

Food Premises

- (i) Popanyinning General Store - Popanyinning
Premises found to be operating within legislative requirements.
- (ii) Olive Processing Plant – Lot 128 Bunmulling Road, Popanyinning
Premises found to be operating within legislative requirements.

Rubbish Tips

- (i) Cuballing Rubbish Tip
Wind blown litter around site.
Action required – Pick up windblown litter in bush around site.
- (ii) Popanyinning Rubbish Tip
Wind blown litter around site.
Action required – 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 397 Beeston Street, Cuballing
Inspection of proposed on-site effluent disposal system.
- (ii) Lot 62 Carton Street, Cuballing
Inspection of proposed on-site effluent disposal system.

Illegal Camping

Location 3339 Bunmulling Road, Popanyinning
Property inspected on 8 June 2004 by Council's Environmental Health Officer and Building Surveyor. Report presented to Council.

Ordinary Council Meeting Minutes 15 July 2004

Piggeries

Locations 13054 and 4301 Yornaning West Road, Yornaning
Premises inspected for compilation of register for the Department of Environmental Protection.

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

7.1.6 SHIRE OF CUBALLING BUDGET 2004/2005 FINANCIAL YEAR

Background

To be tabled at the Council meeting will be an amended Draft Budget, and associated supporting information for the 2004/2005 Financial Year.

Comment

Various amendments have been made to the initial draft budget in accordance with Councils requests from the June 2004 Council meeting and other adjustments due to receipt of Local Government Grants Commission allocations and final quotations for insurances. Full details will be further identified and explained as the document is dealt with at the meeting.

In accordance with the requirements of the Local Government Act 1995, a notice was published in the Narrogin Observer newspaper on Wednesday 16 June 2004, advertising Councils intentions to levy Differential Rates. The submission period for electors and/or ratepayers closes at 4.00pm on Wednesday 14 July 2004. At the time of preparing the Council meeting agenda no submissions have been received. The Local Government Act specifies that Council must consider any submissions received, however is not obliged to change its differential or minimum rates as a result.

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

Should Council resolve to change the rate in the dollar as a result of a submission or submissions received there is no requirement for further advertising.

It is proposed to table two rating models with the draft Budget document. The first for a 3% increase and this model will have been included in the draft Budget. The second is a 4% increase for Council information and/or consideration.

The CEO informed the meeting that no submissions have been received in relation to the advertisement advising that Council intended levying differential rates for 2004/05.

Council worked through the draft budget as presented and supporting information, including the various rate models provided.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- The draft Budget for the Shire of Cuballing for the 2004/2005 Financial Year as presented to the Council meeting be endorsed, and ministerial approval be sought for the levying of differential rates as specified for a 3% increase (refer model 1); and
- The draft Budget be prepared in the Statutory Format in accordance with the Local Government Act 1995, and associated Regulations, and presented to the August 2004 meeting of Council for adoption.

COUNCIL ACTION

Moved Cr Bradford, seconded Cr Newman that the draft budget for the Shire of Cuballing for the 2004/05 financial year as presented to the Council meeting be endorsed and ministerial approval be sort for the levying of differential rates as specified in model 2 for a 3% rate increase.

CARRIED 7/0

Moved Cr Bradford, seconded Cr Wittwer that the draft budget for 2004/05 as prepared and presented to the Council meeting be prepared in the statutory format in accordance with the Local Government Act 1995 and presented to the August 2004 meeting of Council for adoption.

CARRIED 7/0

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 15 July 2004

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

Nil

9 **OTHER URGENT BUSINESS**

Nil

10 **MEETING CLOSURE**

There being no further business the Shire President declared the meeting closed at 4.05 pm.

CONFIRMED AS A TRUE RECORD OF PROCEEDINGS ON _____

PRESIDENT

SHIRE PRESIDENT

DATE