



# SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING  
HELD ON THURSDAY 24 JUNE 2004**

# MINUTES

\_\_\_\_\_  
CHIEF PRESIDENT

\_\_\_\_\_  
DATE

**SHIRE OF CUBALLING**

**ORDINARY COUNCIL MEETING**  
**THURSDAY 24 JUNE 2004**

MINUTES

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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  
24 JUNE 2004**

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

President welcomed Councillors, declared meeting open 2.00 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**

Nil

**5. MINUTES**

**5.1 CONFIRMATION OF 20 MAY 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 20 May 2004 be confirmed.**

Ordinary Council Meeting Minutes 24 June 2004

**COUNCIL ACTION**

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

*CARRIED 7/0*

**6. PETITIONS, DEPUTATIONS, PRESENTATIONS**

Nil

**7. REPORTS OF OFFICERS**

**7.1 CHIEF EXECUTIVE OFFICER**

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

V	NAME	PARTICULARS	MUNI	TRUST
9423	ST JOHN AMBULANCE	Staff Training - Cuby Bush Fire Brigade	275.00	
9424	JAY-AY SERVICES	Ranger Services	186.50	
9425	NGN HIRE SERVICE	Community Concert - Toilets	232.00	
9426	AUSTRALIAN SERVICES UNION	Deductions May 2004	31.00	
9427	WA LOCAL GOVT SUPER PLAN	Super Contributions May 2004	4713.88	
9428	SHIRE OF CUBALLING	Social Club Deductions May 2004	160.00	
2429	TELSTRA	Phone & Mobile A/C's	913.85	
9430	CUBALLING GOLF CLUB	Subscriptions 2004 - P. Naylor	80.00	
9434	DEPUTY COMMISSIONER OF TAX.	FBT Payment	3963.90	
9535	APSHALT SURFACES	Supply Coldmix	855.23	
9536	BEAUREPAIRES	Tyres	1447.72	
9537	RD & RA BETTELEY	Push Up Gravel, Clearing & Other Works	7139.00	
9538	BIRDS SILOS & SHELTERS	Cuballing Skatepark - Table	192.50	
9539	COLES	Council Shopping	67.58	
9540	CORNERS AUTO ELECTRICS	Admin Vehicle - Transfer Mobile	165.00	
		Handsfree Kit		
9541	COUNTRY PAINT SUPPLIES	Materials - Paints	431.03	
9542	COURIER AUSTRALIA	Freight	47.11	
9543	CUBY ROADHOUSE	Refreshments	46.65	
9544	CUTTING EDGES	Parts - Grader Blades	1848.00	
9545	DEPT FOR PLAN. & INFRAST.	Licenses - 8FY265	138.30	
9546	DEPT OF LAND ADMINISTRATION	Valuations	195.80	
9547	R DEWS MINI EXCAVATIONS	Culvert Works	1870.00	
9548	DRYANDRA ELECTRICAL SERVICES	Cuballing Skatepark - Electrical Works	1498.17	
9549	EDWARDS MOTORS	Parts & Repairs	841.05	
9550	FAIRWAY CARRIERS	Carting of Materials - Pipes & Headwalls	1320.00	
9551	FRANK WESTON & CO	Materials	37.40	
9552	GRT SOUTHERN COMMUNICATIONS	Installation of Two-Way Radios x 3	1336.73	
9553	GRT SOUTHERN DINGO SERVICES	Post Hole Boring	110.00	
9554	GREAT SOUTHERN FUELS	Fuels & Oils	10425.91	
9555	IKES HOME IMPROVEMENTS	Shire House Maintenance	33.88	
9556	KULKER PLUMBING SERVICE	Cuballing Skatepark - Plumbing Works	624.64	
9557	LANDMARK	Materials	17.05	

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9558	LANDVISION	Town Planning Scheme No. 2 & Local Planning Strategy	2500.00	
9559	MAKIT NGN HARDWARE	Depot & Gardening Materials	276.50	
9560	MCDUGALL WELDMENTS	Townscape Signs & Youth Park Materials	4800.46	
9561	NGN AGRICUTURAL REPAIRS	Parts	255.50	
9562	NGN AUTO ELECTRICS	Parts & Repairs	239.99	
9563	NGN BEARING SERVICE	Parts & Repairs	94.60	
9564	NGN B.E.C.	Staff Training - Aussie Host Course	300.00	
9565	NGN GARDEN VARIETY	Shire House Garden Maintenance	145.00	
9566	NGN PUMP SALES & SERVICE	Parts - Cuballing Fire Appliance	93.40	
9567	NGN QUARRY OPERATIONS	Supply Granite	5514.30	
9568	NGN RETRAVISION	Office Equipment	29.95	
9569	PARRYS	Outside Staff Clothing	377.40	
9570	PERTH AUTO ALLIANCE	Parts & Repairs	519.75	
9571	PIONEER CONSTRUCTION MATERIALS	Road Construction Materials - Blue Metal	6964.05	
9572	PIONEER CREDIT MANAGEMENT	Debt Collection Fees	50.60	
9573	PIONEER ROAD SERVICES	Road Construction Materials - Spray Bitumen Primerseal	29979.77	
9574	RAM PAPER	Paper	75.75	
9575	REGIONAL SIGNS	Telecentre Access Point Signs	156.20	
9576	REPEAT PLASTICS	Cuballing Skatepark - Setting & Benche	1386.00	
9577	SHIRE OF NARROGIN	Digging of Grave & Supply Emulsion	1020.25	
9578	SHIRE OF WANDERING	CLC Expenses May 2004	251.81	
9579	SHIRE OF WICKEPIN	Recycling Costs April 2004	264.00	
9580	SIGNS PLUS	Council Badges	87.50	
9581	C. SMARGIASSI	Popanyinning Hall Maintenance	345.00	
9582	SOS BUNBURY	Photocopier Charges May 2004	90.89	
9583	SOUTHWEST PRINTING & PUBL.	Advertising	233.06	
9584	STAR TRACK EXPRESS	Freight - Signs	40.39	
9585	SUNNY SIGN COMPANY	Signs	3315.40	
9586	TELSTRA	Phone A/C	1218.37	
9587	THE PAPER COMPANY	Paper	125.40	
9588	THE STENNING GROUP	Computer Software Maintenance	5952.32	
9589	RJ & PJ TOMBLESON	Cuballing Hall Materials - Gas	44.00	
9590	TOWN OF NARROGIN	Building Inspection Fees April/May 2004	3051.76	
9591	VALUER GENERALS OFFICE	Rural UV Valuations	3452.60	
9592	WESTERN POWER	Street Lights	263.65	
9593	WESTRAC	Parts & Repairs	47.93	
9594	ZIPFORM	Rate Notices	715.00	
9595	MIRACLE RECREATION EQUIP.	Recreation Equipment - Cuby Skatepark & Popo Townscape	10171.70	
9596	ENGINE REBUILDERS (WA)	Parts & Repairs	5075.40	
9597	CUBALLING TAVERN	Council Luncheons	813.20	
T1890	T & E STUBBS	Reimburse Bond Paid 210504 - Popo Hall	100.00	
T1891	LORRAINE DREW	Reimburse Bond Paid 040604 - Cuby Hall	100.00	
T1892	OL GATH	Envirofund Grant	5046.00	
T1893	CUBALLING TAVERN	Social Club Dinner 28/05/04	700.00	
<b>ELEC TSFR TRANSACATIONS</b>				
120504	ENVIRONMENTAL MONITORING SYSTEMS	EHO Services March & April 2004	2675.19	
010604	SALARIES & WAGES	Wages 19/05/04 - 01/06/04	16231.07	

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150604	SALARIES & WAGES	Wages 02/06/04 - 15/06/04	15536.72	
240604	ENVIRONMENTAL MONITORING SYSTEMS	EHO Services May 2004	1375.74	
<b>CREDIT CARD TRANSACTIONS</b>				
060504	THE ATLANTIC RESTAURANT	Lunch - Shire President & CEO	48.00	
120504	KARALEE TAVERN	Lunch - CEO Meeting	39.40	
<b>TOTAL</b>			<b>167,489.85</b>	<b>5946.00</b>

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

That payment of Accounts Vouchers T1890 - T1893, 9423 - 9430, 9434, 9535 - 9597, Electric Transfer/s 120504, 010604, 150604, 240604 and Credit Card Transaction/s 060504 and 120504, totalling \$173,435.85, as presented, be endorsed.

Creditors invoices processed and outstanding as at 24 June and not included in the cheque list presented to the Council meeting on 24 June 2004 total \$\_\_\_\_\_.

**COUNCIL ACTION**

**Moved Cr McKenzie, seconded Cr Bradford that payment of Accounts Vouchers T1890 - T1893, 9423 - 9430, 9434, 9535 - 9597, Electric Transfer/s 120504, 010604, 150604, 240604 and Credit Card Transaction/s 060504 and 120504, totalling \$173,435.85, as presented, be endorsed.**

**Creditors invoices processed and outstanding as at 24 June and not included in the cheque list presented to the Council meeting on 24 June 2004 total \$6622.06.**

*CARRIED 7/0*

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**7.1.2 SHIRE OF CUBALLING FINANCIAL REPORTS AS AT 31 MAY 2004**

		<b>Annual Budget 2003/04 \$</b>	<b>Actual YTD 2003/04 \$</b>
<b>OPERATING ACTIVITIES</b>	Sch		
<b><u>Income</u></b>			
General Purpose Funding	3	5,070	523,006
Governance	4	10,420	6,078
Law, Order & Public Safety	5	24,550	47,108
Health	7	1,200	1,512
Education and Welfare	8	0	416
Housing	9	0	75
Community Amenities	10	2,900	2,933
Recreation and Culture	11	2,350	3,349
Transport	12	4,350	20,797
Economic Services	13	3,750	6,816
Other Property and Services	14	42,500	69,393
<b><u>Total Operating Income</u></b>		<b>97,090</b>	<b>681,483</b>
<b><u>Expenditure</u></b>			
General Purpose Funding	3	-19,870	-16,924
Governance	4	-188,440	-172,348
Law, Order & Public Safety	5	-27,980	-38,148
Health	7	-18,300	-12,655
Education and Welfare	8	-1,550	-2,488
Housing	9	-22,380	-10,175
Community Amenities	10	-104,720	-39,918
Recreation and Culture	11	-116,170	-140,995
Transport	12	-875,000	-604,992
Economic Services	13	-102,750	-59,219
Other Property and Services	14	-83,340	-54,230
<b><u>Total Operating Expenditure</u></b>		<b>-1,560,500</b>	<b>-1,152,092</b>
<b>ADJUSTMENTS FOR CASH REPORTING REQUIREMENTS:</b>			
Depreciation (Assets Register)		548,680	331,901
Profit/Loss on Sale of Assets		-4,100	-11,779
<b><u>Capital Expenditure &amp; Income</u></b>			
Proceeds on Sale of Assets		65,000	46,903
Capital Grants and Subsidies		1,063,530	990,217
Land and Buildings		-271,900	-93,910
Infrastructure Assets - Roads		-543,490	-444,634
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	-18,862
Reserves (Cash Backed)		180,700	0
Opening Funds		250,000	250,016
Less Closing Funds		0	-399,359
<b>CLOSING POSITION</b>		<b>-521,690</b>	<b>1,872</b>

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**BANK RECONCILIATION**

	<b>Municipal Fund</b>	<b>Trust Fund</b>	<b><u>Reserve Accts</u></b>
	\$	\$	\$
Opening balance	\$285,083.25	\$56,064.97	\$508,930.20
Income	\$217,759.36	\$17,115.50	\$6,453.81
	\$502,842.61	\$73,180.47	\$515,384.01
Expenditure	-\$123,973.65	-\$3,263.88	-\$0.00
<b>Closing balance</b>	<b>\$378,868.96</b>	<b>\$69,916.59</b>	<b>\$515,384.01</b>
Bank account	\$462,197.52	\$60,343.37	\$701.06
Investments	\$0.00	\$11,845.53	\$514,682.95
	\$462,197.52	\$72,188.90	\$515,384.01
Plus O/S deposits	\$0.00	\$0	\$0
	\$462,197.52	\$72,188.90	\$515,384.01
Less O/S cheques	-\$81,816.53	-\$2,272.31	-\$0
	\$380,380.99	\$69,916.59	\$515,384.01
Less O/S licensing	-\$1,483.43	\$0	\$0
	\$378,897.56	\$69,916.59	\$515,384.01
Adjustments	-\$28.60	\$0	\$0
<b>Closing balance</b>	<b>\$378,868.96</b>	<b>\$69,916.59</b>	<b>\$515,384.01</b>

**RATING INFORMATION 2003/2004**

	<b>Budget</b>	<b>Actual</b>
	<b>2003/04</b>	<b>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	-\$169
Interim Rates GRV	\$0	\$0
Mining Tenement	\$250	\$250
	<b>\$521,690</b>	<b>\$525,425</b>
Rates o/s from previous years (1 July)	\$10,630	\$10,631
Rates Written Off	\$0	\$0
Discount Allowed	-\$37,000	-\$38,596
<b>Net Rates Receivable</b>	<b>\$495,320</b>	<b>\$497,460</b>
Emergency Services Levy	\$17,850	\$17,790
<b>Net Rates &amp; ESL Receivable</b>	<b>\$513,170</b>	<b>\$515,250</b>
Less Rates & ESL Paid		-\$503,113
<b>RATES OUTSTANDING</b>		<b>\$12,137</b>
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		97.6%
Rates Outstanding as a % of net rates		2.4%
Pensioner Deferred Rates as a % of O/S Rates		14.8%

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**ROADS MAINTENANCE AND CONSTRUCTION**

<b>MAINTENANCE</b>				
<b>Details</b>	<b>Job No</b>	<b>Status</b>	<b>Budget \$</b>	<b>Actual YTD \$</b>
Refuse Sites (Cuby & Popo)	1000.1/2		58,710	22,498
Parks and Reserves	1100.9		68,310	24,488
Road Maintenance General	1201.31		196,190	165,354
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	15,424
Town Maintenance - Popanyinning	1201.36		5,000	13,631
Bitumen Patching	1201.37		20,000	10,534
Bridges & Culverts - General	1201.38		75,000	8,478
Grading Maintenance - Winter	1201.41		91,500	85,827
Grading Maintenance - Shoulder	1201.42		67,090	5,742
Grading Maintenance - Summer	1201.43		90,000	60,157
Storm Damage (Williams Road)	1201.44	Comp	90,000	61,896
Weed Control – Declared Plants	1300.1		12,060	8,712
Weed Control - Roadside	1300.3		12,060	3,864
<b>Total Maintenance</b>			<b>841,890</b>	<b>510,390</b>
<b>CONSTRUCTION</b>				
Cuballing East (RRG)	1200.30	Comp	91,260	95,910
Nebrikinning/Congelin (BS)	1200.42	Comp	76,470	64,475
Popanyinning East (DG)	1200.50	Comp	60,250	86,940
Congelin (R2R)	1200.60	Comp	63,300	14,173
Nebrikinning (R2R)	1200.63	IP	60,880	66,858
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
<b>Total Construction</b>			<b>541,470</b>	<b>467,057</b>
<b>GRAND TOTAL</b>			<b>1,383,360</b>	<b>977,447</b>

**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	8 June 2004	5.15%			\$514,682.95
652250055120	8 June 2004	5.15%		\$11,845.53	
			<b>\$0.00</b>	<b>\$11,845.53</b>	<b>\$514,682.95</b>

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SHIRE PRESIDENT

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**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Financial Reports for the period ended 31 May 2004 be adopted by Council.

**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.1.3 MISS TINA GRIMMOND – REQUEST FOR FINANCIAL ASSISTANCE**

**Background**

Letter received from Miss Grimmond requesting Council consideration for the provision of financial assistance. Miss Grimmond has been selected to represent the Australian Polocrosse team in a test series in Ireland.

**Comment**

The tour of Ireland is for seven weeks, consisting of four weeks playing against the Irish National Side and three weeks coaching junior members.

Miss Grimmond works as an Equine Technical Officer at the Narrogin Agricultural College, unfortunately because she is not classified as a schoolteacher she is unable to gain paid leave by the Department of Education and has to take leave without pay.

Miss Grimmond is seeking Council consideration for amount of \$200.

Council has provision in the budget to provide financial assistance of this nature, normally it would be reserved for residents of the Shire, however given that the funds haven't been expended to date the matter could receive special consideration.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

Council provides financial assistance of \$200 to Miss Tina Grimmond to assist with her expenses to represent the Australian Polocrosse team in Ireland.

**COUNCIL ACTION**

Moved Cr Bradford, seconded Cr Newman that Council does not provide financial assistance to Miss Tina Grimmond as she is not a resident of the Shire of Cuballing but Council congratulates her for being selected in the National Polocrosse team and wishes her every success in the series against Ireland.

*CARRIED 7/0*

**7.1.4 SHIRE OF CUBALLING PRINCIPAL ACTIVITIES PLAN 2004-2008**

**Background**

A Draft Principal Activities Plan for the Shire of Cuballing for period 2004 – 2008 was presented to the April 15, 2004, ordinary meeting of Council. Council resolved to advertise the Plan in accordance with the provisions of the Local Government Act 1995.

**Comment**

An advertisement advising of the Principal Activity Plan, its availability for public inspection and seeking public submissions, was placed in the Narrogin Observer newspaper on Wednesday 28 April 2004.

At the closure of the submission period, 9 June 2004, no submissions have been received. Therefore unless there are specific changes Council would like to consider or make, the Plan as presented to the meeting can be adopted.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Shire of Cuballing Principal Activity Plan for the four-year period 2004 – 2008, as presented to the April 2004 ordinary meeting of Council and as advertised for public inspection on 28 April 2004, be adopted.

**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.1.5 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – REGISTRATION OF VOTING DELEGATES WALGA ANNUAL GENERAL MEETING**

**Background**

Correspondence from the WA Local Government Association advising that the WALGA Annual General Meeting is scheduled to be held during Local Government Week on Sunday 8 August 2004, and requesting Council to advise of its nominated voting delegates.

**Comment**

Council is entitled to register two (2) voting delegates at the WALGA Annual General Meeting (AGM). At last years AGM Councillors Bradford and Watts were registered as the voting delegates.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

That Councillors ..... and ..... be registered as the voting delegates for the Shire of Cuballing at the Western Australian Local Government Associations Annual General Meeting to be held on Sunday 8 August 2004.

**COUNCIL ACTION**

**Moved Cr Newman, seconded Cr Bradford that Councillors Hawksley and Wittwer be registered as the voting delegates for the Shire of Cuballing at the Western Australian Local Government Associations Annual General Meeting to be held on Sunday 8 August 2004.**

*CARRIED 7/0*

**7.1.6 TOWN OF NORTHAM – NORTHAM REGIONAL CREMATORIUM, REQUEST FOR SUPPORT**

**Background**

Correspondence from the Town of Northam requesting Council support for the construction of a Crematorium and Chapel at the Northam Cemetery.

**Comment**

The Town of Northam and Shire of Northam have for a number of years been investigating the feasibility of constructing a Crematorium and non-denominational Chapel at the Northam Cemetery. They now have reached the stage to proceed with the project, which has been costed at \$1m. The Town of Northam is seeking letters of support for the project to be included with an application to the Wheatbelt Area Consultative Committee Regional Solutions Project for \$400,000.

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About twelve months ago the Shire of Cuballing considered the opportunity to install a Crematorium and open air Chapel at the Cuballing Cemetery, to cater for the needs of people and families in the southern Wheatbelt. Unfortunately due to other work priorities the Chief Executive Officer has not had time to follow up on this proposal, however it would appear that should the Northam project proceeds then there will be limited scope for a second Crematorium in Cuballing.

The two Northam Councils have investigated a significant amount of time and resources into reaching the stage that they are at and their proposal should be supported. Depending upon the success of this project and its area of service there may still be some opportunity in the future for a smaller operation to be located between Northam and Albany, perhaps within this region.

### Reporting Officer

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing endorses the proposed project by the Town of Northam and Shire of Northam for construction of a Crematorium and non-denominational Chapel at the Northam Cemetery and submits a letter of support.**

### **COUNCIL ACTION**

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

*CARRIED 7/0*

## **7.1.7 SHIRE OF CUBALLING PROPOSED DRYANDRA TOURISM EXPO**

### **Background**

The Chief Executive Officer has been discussing with the Executive Officer of the Dryandra Country Visitors Centre (DCVC) the proposal to conduct a Dryandra Tourism Expo in Cuballing in 2005.

### **Comment**

The proposal is for a Tourism Expo to be held at the Cuballing Recreation Grounds, possibly in September 2005, with tourism operators from throughout the State and the South West Land Division in particular invited to attend. The Executive Officer of the DCVC supports the concept and is attempting to gain further support when attending various tourism meetings throughout the region. She is also investigating possibly funding avenues.

To cater for such an event a marquee could be obtained, similar in size to the marquee hired for the Cuballing Centenary and Football celebrations in 2003, to enable tourism operators to set up display stalls, etc. Obviously many other issues such as toilets, accommodation, kitchen facilities and bus tours will also have to be taken into consideration.

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This is planned to be a large function to promote tourism throughout the region and therefore to ensure its success it is imperative that the support of all Councils and tourism operators in the region is received. Council will not need to make a budget allocation for the 2004/2005 financial year, however it would be helpful to endorse the project concept as soon as possible to enable letters to be forwarded to Councils and tourism operators requesting their support also.

### Reporting Officer

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing endorses the concept for a Dryandra Tourism Expo to be conducted in Cuballing at the Cuballing Recreation Grounds in September 2005, and for letters to be forwarded to Councils and Tourism Operators within the region requesting their support for the proposal.**

### **COUNCIL ACTION**

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

*CARRIED 7/0*

### **7.1.8 SHIRE OF CUBALLING BUDGET 2004/2005 FINANCIAL YEAR**

This item has been deferred to later in the meeting.

### **7.1.9 NARROGIN REVHEADS – HELIPAD NARROGIN REGIONAL HOSPITAL**

#### **Background**

A verbal request has been received from Mr Greg Madej of Narrogin Revheads Committee for Council consideration to a financial contribution to construct a Helipad at the Narrogin Regional Hospital.

#### **Comment**

The Cuballing Shire is being requested to assist with the funding for the installation of appropriate lighting at the Helipad. The cost for materials has been estimated at \$3,700 or \$4,800 depending on the number of lights installed. It is understood the more expensive lighting for the installation of six omni-directional lights is the preferred option and the Revheads could be proceeding on this basis. The labour to install the electrical works will be provided by Engineering workshop staff from the Hospital, volunteering their time.

It is understood the Town of Narrogin has contributed in excess of \$3,000 to date on the concrete pad and surrounds with the supply of concrete, mesh, aggregate and plant, and that the Shire of Narrogin will be contributing \$3,000 to the installation of lights.

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The project will have immense value to the residents of Narrogin and surrounding towns in an emergency situation, as it is believed that transportation of patients via helicopter is quicker and more advantageous than by airplane. The matter is certainly worth Council consideration.

### Reporting Officer

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Shire of Cuballing makes a financial contribution of \$1,000 to the Narrogin Revheads Committee to assist with the installation of suitable lighting for the Narrogin Regional Hospital Helipad project.

### **COUNCIL ACTION**

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

*CARRIED 7/0*

### 7.1.10 **LETTER OF RESIGNATION – MS NARELLE BISHOP**

#### **Background**

Letter of resignation received from Narelle Bishop. Narelle has accepted a position with the Town of Narrogin as Chief Executive Officers Secretary.

#### **Comment**

Narelle's resignation will take effect following the issuing of the Shire of Cuballing rates notices in mid-late August 2004.

It is very disappointing to lose Narelle's services, as she has been a valuable employee for the Shire. There is no doubt that the Council, her fellow employees and the community will certainly miss her energetic and efficient work capacity.

#### **Reporting Officer**

Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

#### **That:**

- **The letter of resignation submitted by Ms Narelle Bishop be received with regret; and**
- **The Shire of Cuballing thanks Narelle for her services to Council and the community, and wishes her well in her new position at the Town of Narrogin.**

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SHIRE PRESIDENT

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**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.1.11 POPANYINNING TOWNSITE CENTENARY**

**Background**

The Popanyinning Townsite was officially gazetted as a townsite on 25 March 1904 and turns 100 years in 2004. The Popanyinning Progress Association and local community are planning a special event scheduled for Saturday 18 September 2004, to celebrate the occasion.

**Comment**

The matter of insurance coverage has been raised and referred to Councils insurers, Local Government Insurance Services (LGIS). LGIS advise that it would be most appropriate for Council to formally appoint a Popanyinning Townsite Centenary Committee to organise the September 18 event on behalf of Council. This will enable the events being organised for the day to be covered by Councils insurance policies. The committee can be made up from members of the Popanyinning Progress Association and local community.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing formally appoints a Popanyinning Townsite Centenary Committee to be made up from members of the Popanyinning Progress Association and local community to organise a special event in Popanyinning on Saturday 18 September 2004 to celebrate the centenary of the townsite.**

**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.2 REPORTS – WORKS**

**7.2.1 WORKS SUPERVISORS REPORT**

**CONGELIN ROAD**

The road has been bitumen sealed to a width of 7 metres to assist in the safe passage of the larger truck combinations using this section of road. A number of positive and supportive comments were received from the local people during the works.



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### **NEBRIKINNING ROAD**

Works are now continuing on this road. Drainage works are progressing well along the length of the road and appear to be catering for the winter rains to date.

### **CUBALLING TOWN STREETS**

Reseal works have been completed on Derby, Colin, Knight, and Clifford Streets and a section of Darcy Street. All roads were showing signs of stripping and this should help prolong the life of the road surface.

### **POPANYINING TOWN SITE**

Works have commenced in McGarrigal Park to have the practice wicket and half basketball court area completed by 30 June 2004. Fencing for the rear of the park has been ordered.

### **RUFUSE SITES**

The Recycle Bins are being well used and are both full each Monday for transfer to the Wickepin Recycling Depot.

### **BITUMEN PATCHING**

This work is being done as required to help protect the road surfaces before the winter rains start to penetrate.

### **WINTER GRADING**

Has commenced with very good results following the opening rains. The 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.

Multi Tyred Roller CN1483: motor required reconditioning (water found in sump), cost of approximately \$4,500. This price includes inspection of injectors and fuel pump.

### **PRIVATE WORKS**

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

Private works invoices for the month of May 2004, totaling \$2,030.50.

### **Reporting Officer**

Alex Richardson, Works Supervisor

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

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

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**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.2.2 BUSH FIRE INCIDENT REPORTS**

**Background**

Two Bush Fire Incident Reports have been received for recent fires within the district.

**Comment**

Details of the two fires are summarised hereunder:

- 20 May 2004, M & K Barry, Lot 382 Clifford Street, Cuballing  
Re-ignition of previous control burn.
- 27 May 2004, Cuballing Refuse Site  
Cause unknown, however suspicion that person/s unknown may have deposited hot ashes at the tip face.

Both of the fires were quickly brought under control and did not threaten surrounding property. No further action is recommended at this time, however a notice will be placed in the next Shire newsletter warning residents about depositing hot ashes at the refuse sites.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

The Bush Fire Incident Reports be noted and information forwarded to the Fire and Emergency Services Authority.

**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.2.3 SHIRE OF WANDERING – DUAL FIRE CONTROL OFFICERS 2004/2005**

**Background**

Letter from the Shire of Wandering advising of their appointment of John R Price and Peter B Monk as Dual Fire Control Officers with the Shire of Cuballing for the 2004/2005 Fire Season.

**Comment**

Dual Fire Control Officers are appointed to provide legal cover for a Fire Control Officer in charge at a wildfire that burns across a Shire boundary. The dual Fire Control Officer can stay in charge and follow the fire, or hand over control to a fire control officer from the second Shire (if one is available).

Section 40 of the Bush Fires Act empowers Council to appoint dual fire control officers with neighbouring local authorities and section 38(2) of the Act requires such appointments to be advertised in a local paper.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That pursuant to section 40 of the Bush Fires Act, John R Price and Peter B Monk be appointed as dual Fire Control Officers with the Shire of Cuballing.**

**COUNCIL ACTION**

**Moved Cr Bradford, 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 six (6) building applications approved and licenses issued for the month of May 2004.

Listed below are the application details of the proposed structures.

<b>Approval Date</b>	<b>Lic No</b>	<b>Name &amp; Address of Owner</b>	<b>Structure</b>	<b>Registered Builder Or Owner Builder</b>	<b>Situation of Building Lot or Street No &amp; Town or Suburb</b>
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19 May 04	28/03.04	Kevin Ferrell 39 Smith Street Cuballing	Relocate transportable unit and shed	OB	Lot 404 Smith Street Cuballing
12 May 04	29/03.04	M A Nicholas 40 Colin Street Cuballing	Swimming Pool	OB	Lot 293 Colin Street Cuballing
12 May 04	31/03.04	J D & P M McDougall Lot 226 Campbell Street Cuballing	Shed	OB	Lot 226 Campbell Street Cuballing
12 May 04	32/03.04	M A Nicholas 40 Colin Street Cuballing	Car Port	OB	Lot 293 Colin Street Cuballing
19 May 04	34/03.04	Allan Tullett 124 Ensign Street Narrogin	Dwelling	OB	Lot 62 Carton Street Cuballing
19 May 04	35/03.04	Allan Tullett 124 Ensign Street Narrogin	Shed	OB	Lot 62 Carton Street Cuballing

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

***CARRIED 7/0***

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**7.3.2 POPANYINNING PUBLIC ABLUTIONS (FORMER) AT REAR OF COMMUNITY HALL**

**Background**

A verbal request has been received from the Popanyinning Progress Association for Council to either improve or demolish the former public toilets in Popanyinning at the rear of the community hall.

**Comment**

The former public toilets generally serve no purpose now that there have been toilets constructed within the confines of the community hall and with the construction of the new public toilet complex on Francis Street adjacent to the Popanyinning General Store.

The Popanyinning Progress Association would like to have the old toilets demolished or upgraded as they are still used on some occasions by people travelling into the townsite that notice them prior to becoming aware of the new facilities. Removal of the toilets should stop this from happening.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**That the old public toilet facility at the rear of the Popanyinning Community Hall be demolished.**

**COUNCIL ACTION**

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

*CARRIED 7/0*

**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 May 2004.

**Food Premises**

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

**Rubbish Tips**

- (i) Cuballing Rubbish Tip  
Site found to be operating within legislative requirements..
- (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 76 King Street, Popanyinning  
Inspection of proposed on-site effluent disposal system.
- (ii) Lot 62 Carton Street, Cuballing  
Inspection of proposed on-site effluent disposal system.
- (iii) Location 6292 Popanyinning West Road, Popanyinning  
Inspection of on-site effluent disposal system
- (iv) Lot 8 Alton Street, Cuballing  
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 Newman, seconded Cr Bradford that the Chief Executive Officers Recommendation be adopted.**

*CARRIED 7/0*

**7.4.2 ILLEGAL CAMPING, WILLIAMS LOCATION 3339 BUNMULLING ROAD, POPANYINNING**

**Background**

At the request of the Chief Executive Officer, Council's Environmental Health Officer (EHO) and Building Surveyor (BS) undertook an inspection and assessment of the living conditions of the owner/occupier at Williams Location 3339 Bunmulling Road, Popanyinning.

**Comment**

Council's EHO and BS inspected the property at Williams Location 3339 Bunmulling Road, Popanyinning on Tuesday 8 June 2004. The purpose of the inspection was to assess the living conditions of the owner/occupier. The owner/occupier of the property, Mr Robert William Lowe was present at the time of the inspection and confirmed that he had been living on the property for several months. Mr Lowe was advised at the time by Council staff that he should not be living on the property in the caravan because he did not have the necessary approval to do so. Mr Lowe was advised that an on-site effluent disposal system (septic tanks and leach drains) was required to be able to live on the property in a temporary capacity.

The inspection revealed that Mr Lowe was living in a caravan on the property. It was noted that there was no provision of an adequate water or power supply or an approved on-site effluent disposal system on the property. Mr Lowe advised that power for the caravan was provided via generators and the domestic water supply was kept in a mobile storage tank (approximately 800 litre capacity) on the property and it was filled in the Popanyinning townsite whenever required. Two large dogs were observed in an enclosed pen located approximately 20 metres from the caravan and Mr Lowe advised that three other dogs were kept in the caravan. Mr Lowe was questioned about the safety issue concerning the use of a home-made open fire box located within the caravan. Mr Lowe advised that he did not believe the use of the open fire box within the caravan

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was a concern. The inspection also revealed numerous of wire pens and miscellaneous other items scattered around a radius of approximately 30 metres from the caravan.

Mr Lowe advised that he had recently been ill and that staff from the Narrogin District Hospital called at his property regularly to check his well being. Mr Lowe also advised that the property was on the market and that he hoped that it would be sold within the near future.

The Health Act 1911 (as amended) and the Caravan Parks and Camping Grounds Regulations 1997 (as amended) control the manner in which people live on both private and crown land. The Health Act specifically requires the construction of dwellings to be approved by Council and outlines minimum requirements for dwellings, such as the provision of a kitchen, bathroom, laundry, toilet, adequate ventilation and on-site effluent disposal. The Caravan Parks and Camping Grounds Regulations make provision for general camping at approved facilities and temporary camping on private property. In the case of camping on private property a person may camp on private property for up to 3 consecutive nights within any 28 day period. A person wishing to camp for more than 3 nights, must either obtain Council approval or approval from the Minister. Council may or may not grant approval for a person to camp on private land for up to 3 months. The Minister has the power to extend this period. However, no person may camp on any land unless they have access to normal facilities provided in a dwelling, i.e. a kitchen, bathroom, laundry, toilet, adequate ventilation and on-site effluent disposal, on the property.

A breach of the provisions of the Health Act carries a maximum penalty of \$1,000 plus a further potential daily penalty of \$100. A breach of the Caravan Parks and Camping Grounds Regulations carries a maximum penalty of \$1,000.

The Shire of Cuballing building policy states:

1. The first building that may be approved on town-site land must be a residential building.
2. Camping on land to effect building construction must be approved by Council in writing. No application for camping will be approved unless septic and bathroom facilities in accordance with Health Act Regulations has been installed, which must include a potable and adequate water supply. Maximum approval will be for 3 months.
- 2a. Except where a reticulated water supply is provided, a person shall not construct a dwelling house unless a concrete water tank of not less than 54,000 litres, (12,000 gallons) or other type of domestic water supply approved by the Council is incorporated in the plans and specifications thereof and constructed at the same time as the dwelling house.
3. Connection of electricity must be made before the house is occupied.
4. No dam is permitted on residential land without written approval of Council.
5. The owner of any land should ensure that plans for building are aesthetically compatible with the surrounding area. In the event of this not being so, Council may refuse applications.
6. Council refusal of building plans will be advised to the applicant.
7. Payment of appropriate fees and charges must be paid before construction is commenced.
8. Council reserves the right to alter or amend these proposals without notice.

Council staff believe that Mr Lowe's current situation of living on his property at Williams Location 3339 Bunmulling Road, Popanyinning in a caravan without adequate facilities or the

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necessary approvals in place to do so, is in breach of the provisions of the Health Act 1911 and Caravan Parks and Camping Grounds Regulations 1997 and also does not conform to the intent of Council's Building Policy.

Council could grant approval to Mr Lowe under the provisions of the Caravan Parks and Camping Grounds Regulations 1997 to live in his caravan on his property for up to three months should he lodge an application with the Shire of Cuballing. However, such approval would be conditional on Mr Lowe complying with the provisions of the Health Act 1911, i.e., providing an adequate potable water supply and an approved on-site effluent disposal system on the property.

### **Reporting Officer**

Maurice Walsh, Environmental Health Officer  
Darryle Baxter, Building Surveyor  
Peter Naylor, Chief Executive Officer

### **CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**Council advises Mr Lowe of Williams Location 3339 Bunmulling Road, Popanyinning in writing:**

- 1. That permission will not be given to allow him to live in a caravan on the property under the provisions of the Caravan Parks and Camping Grounds Regulations 1997 (for up to 3 months) unless he complies with the provisions of the Health Act 1911 and the Shire of Cuballing's Building Policy;**
- 2. That Council will issue an infringement notice/s and further take legal action against him should he continue to contravene the provisions of the Caravan Parks and Camping Grounds Regulations 1997 and Health Act 1911; and**
- 3. That Council will allow a period of 28 days for him to find alternative accommodation off the property or submit building plans for the construction of a dwelling on the property in accordance with the Health Act 1911 and appropriate building standards.**

### **COUNCIL ACTION**

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

*CARRIED 7/0*

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7.5 **REPORTS – TOWN PLANNING**

7.5.1 **WESTERN AUSTRALIAN PLANNING COMMISSION (WAPC) – PLANNING APPLICATION 124462 RIDLEY STREET, CUBALLING**

**Background**

Correspondence from the WAPC advising that the Commission has resolved that Planning Application 124462 not be approved.

Since the preparation of the Council meeting agenda further correspondence has been received from the WAPC on this application. The Department for Planning and Infrastructure (DPI) is requesting the WAPC to reconsider its original decision not to approve the planning application.

**Comment**

Planning Application 124462 was lodged by the Transport section of the Department for Planning and Infrastructure on behalf of Ms Carole Barrett for subdivision of part of the Railway Reserve along Ridley Street, including the land on which is located her house (the former Railway Cottage).

This matter was presented to the March 2004 ordinary meeting of Council for consideration. Council resolved to support the application, however requested that sufficient set back be allowed at the northern (Campbell Street) end for pedestrian access.

When the application was submitted the fact that the house exists on the land was omitted and therefore the WAPC refused the application on the basis that the creation of a vacant residential lot on land reserved for “Railway” purposes would be contrary to the purposes and intent of the reservation. However the existence of the house has now been brought to the attention of the WAPC and the matter has been referred back for reconsideration.

In addition to this Ms Barrett has right to appeal the WAPC decision under Section 26 of the Town Planning and Development Act 1928.

The DPI request for WAPC reconsideration is based on the fact that the land is subject to an existing residence, and the application on behalf of the Public Transport Authority (PTA) is merely to formalise the tenure from current leasehold to freehold. The area of land now being considered is considerably less than the original application, 2,970m<sup>2</sup> as opposed to 7,130m<sup>2</sup>. This area takes in the railway house and surrounds and leaves an area to the north, adjoining Campbell Street, that could be reserved to the Shire for landscaping and public access.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**The Shire of Cuballing supports amended planning application 124462.**

**COUNCIL ACTION**

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

*CARRIED 7/0*

**7.5.2 DEPARTMENT FOR PLANNING AND INFRASTRUCTURE – REQUEST TO PURCHASE CUBALLING LOY 365 ANDOVER STREET, CUBALLING (CURRENTLY RESERVE 11652)**

**Background**

Letter from the Department for Planning and Infrastructure (DPI) requesting Council consideration to the private purchase of Cuballing Lot 365 (currently Reserve 11652) and amalgamation of the Lot with adjoining Lot 17.

**Comment**

This matter, along with a request for the private purchase of two other Unallocated Crown Land Lots, was previously presented to the December 2003 ordinary meeting of Council. Council resolved to support the private purchase of all lots on the proviso that they remain as separate land parcels and not be amalgamated with Lot 17. Council's concern was that the purchase and amalgamation of several land parcels will severely restrict the future availability of land within the Cuballing townsite.

The DPI is requesting Council reconsider this matter in relation to Lot 365. Lot 365 is currently reserved for the purpose of "Church Site Presbyterian", and is only small in area adjoining Lot 17 on the northern boundary, without road access or services available. The DPI is considering opening up a number of Unallocated Crown Land Lots within Cuballing, eight in total, and as Lot 365 does not have access or services it cannot be considered as part of the public release.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

**Council direction please.**

**COUNCIL ACTION**

Moved Cr Hawksley, seconded Cr Bradford that Council supports the private purchase of Lot 365, however does not agree to the amalgamation with Lot 17.

*CARRIED 7/0*

Council noted that eventually road access will have to be provided for Lot 13 to be released and therefore access will also then be provided to Lot 365.

**7.1.8 SHIRE OF CUBALLING BUDGET 2004/2005 FINANCIAL YEAR**

**Background**

Circulated with the Council meeting agenda is a Draft Budget, and associated supporting documentation, for the 2004/2005 Financial Year.

**Comment**

It is not proposed, nor possible, to adopt the draft budget at this particular meeting. It is an opportunity for Council to peruse and give consideration to the various items that have been included and to determine what cuts can be made if considered necessary to do so. Discussions also need to be had on a possible rate increase, if required, and the continuation of the levying of differential rates. Ministerial approval will again need to be obtained for the levying of differential rates. In anticipation that Council will continue with this method of rating an advertisement has been placed in the Narrogin Observer on Wednesday 16 June 2004. This advertisement should be suitable for the 2004/2005 rating year as the rates in the dollar and minimum rates finally adopted by Council do not have to be readvertised unless there is a significant change.

As indicated in the covering letter with the draft budget, at this stage there is a budget deficit, however the end of year figure for 2003/2004 still has to be finalised and adjustments to rate income and grant allocations from the Local Government Grants Commission. All of these amounts will be known closer to the end of the current financial year.

Council has been fortunate to gain an additional Rates Payment Incentive Prize for 2004/2005. The Mercure Hotel has continued their support of an overnight accommodation package for two people, and the City Waters Lodge in Perth have offered a similar package.

**Reporting Officer**

Peter Naylor, Chief Executive Officer

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

Council direction please.

**COUNCIL ACTION**

Council worked through the draft budget, and supporting information, clarifying certain items that have been included and identifying items that could be deleted should the need arise when balancing the final document. Council also discussed rate income and consideration for a possible rate increase for 2004/2005.

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

Nil

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9 **OTHER URGENT BUSINESS**

Nil

10 **MEETING CLOSURE**

There being no further business the Shire President declared the meeting closed at 4.55 pm.

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

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

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

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DATE