



SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING
HELD ON THURSDAY 16 JUNE 2005**

MINUTES

CHIEF PRESIDENT

DATE

SHIRE OF CUBALLING

ORDINARY COUNCIL MEETING
THURSDAY 16 JUNE 2005

MINUTES

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Ordinary Council Meeting Minutes 16 June 2005
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
16 JUNE 2005**

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

President welcomed Councillors, declared meeting open 3.02 pm.

2. RECORD OF ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

ATTENDANCE

Shire President Cr I L Watts

Cr J D Brown

Cr C R Hawksley

Cr R J D Newman

Chief Executive Officer P T Naylor

Deputy President Cr T H Wittwer

Cr D S Bradford

Cr C R McKenzie

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

Nil

5. MINUTES

5.1 CONFIRMATION OF 19 MAY 2005 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 19 May 2005 be confirmed.

COUNCIL ACTION

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

CARRIED 7/0

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5.2 CONFIRMATION OF 19 MAY 2005 SPECIAL MEETING OF COUNCIL

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the minutes (as circulated) of the special meeting of Council held in the Council Chambers on 19 May 2005 be confirmed.

COUNCIL ACTION

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

CARRIED 7/0

6. PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS

6.1 CITIZENSHIP CEREMONY

Following the closure of the council meeting the Shire President, Cr Ian Watts, performed an Australian citizenship ceremony for Mrs Kay Kosewahr of 62 Carrier Street, Popanyinning,

7.1 REPORTS – FINANCE AND ADMINISTRATION

7.1.1 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – JUNE 2005

V	NAME	PARTICULARS	MUNI	TRUST
10182	CUBALLING GOLF CLUB	Subs 2005 – P. Naylor	80.00	
10183	PETTY CASH	Petty Cash Recoup	268.20	
10184	HANSON CONSTRUCTION	Materials – Road Construction	10149.26	
10185	IAN WATTS	Travel Allowance – State Council Metting 06/04/05	344.20	
10186	BUILDERS REGO. BOARD	Building Dispute Fees May 2005	73.50	
10187	SHIRE OF CUBALLING	New Registration – OCN	263.45	
10188	BELINDA WILCOX	Council Shopping	71.16	
10189	TELSTRA	Mobile Phone A/C	60.75	
10190	NGN RETRAVISION	Shire House Maintenance	357.50	
10227	EDWARDS MOTORS	CEO Vehicle Changeover	10900.00	
10228	PETTY CASH	Petty Cash Recoup	209.10	
10229	METAL ARTWORK CREATIONS	Council Badges	22.55	
10230	WESTERN POWER	Power A/C – Street Lights	263.66	
10231	THE PAPER COMPANY	Stationery – Paper	125.40	
10232	BUTLER SETTINERI	Audit Fees	1650.00	
10233	NGN BEARING SERVICE	Parts & Repairs – CN0	37.40	
10245	BEAUREPARIES	Parts & Repairs – CN92	78.00	
10246	RD & RA BETTELEY	Push Gravel	1716.00	
10247	BOISE CASCADE	Stationery	362.33	
10248	COURIER AUSTRALIA	Freight	25.71	
10249	CUTTING EDGES	Parts & Repairs – CN92	481.92	
10250	R DEWS MINI EXCAVATIONS	Clean Out Culverts & Pipes	1694.00	

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10251	DUGALD FERGUSON MACHINE.	Parts & Materials	121.80	
10252	GREAT SOUTHERN FUELS	Fuels & Oils	8321.15	
10253	JR & A HERSEY	Protective Clothing & Materials	1029.60	
10254	LOVEGROVE TURF SERVICES	Turf – Cuby Oval	1980.00	
10255	MAKIT NGN HARDWARE	Materials	208.00	
10256	MCDOUGALL WELDMENTS	Parts & Materials	212.01	
10257	MOBILE MASTERS	2 Handheld 2Way Radios	811.80	
10258	MORROWS PEST & WEED CONTROL	Termite Treatment	220.00	
10259	NGN COMPUTERS	Office Equipment Maintenance	132.00	
10260	NGN GLASS & QUICKFIT WINDSCREENS	Parts & Repairs – CN0 & CN2	885.00	
10261	PARRYS	Staff Clothing – Outside	404.40	
10262	QUALITY PUBLISHING AUST.	Map WA – Roads & Tracks	29.95	
10263	REINFORCED CONCRETE PIPES	Materials – Pipes	510.70	
10264	SHERIDAN'S FOR BADGES	2008 Dog Registration Tags	43.18	
10265	SHIRE OF WICKEPIN	Recycling Costs March – May 2005	990.00	
10266	SNAP PRINTING	2005-06 Rate Notices	530.41	
10267	SOS OFFICE CHOICE	Photocopier Charges	56.83	
10268	SOUTH WEST PRINT & PUBLISH	May 2005 Advertising	168.00	
10269	STAR TRACK EXPRESS	Freight – Signs	303.50	
10270	SUNNY SIGN COMPANY	Signs	3852.75	
10271	TIMESPRINT	Stationery – Cheques	578.00	
10272	VALUER GENERALS OFFICE	Minimum Charge – Valuations	40.00	
10273	VINIDEX TUBEMAKERS	Materials – Pipes	1109.57	
10274	WATER CORPORATION	Water A/C	633.10	
10275	WEL-QUIP	Parts for New Roller – Tyre & Rim	4678.41	
10276	WESTRAC EQUIPMENT	Parts & Repairs – CN387 & CN397	1293.05	
10277	STATE LAW PUBLISHER	Gazette Advertising – TPS No.2	4494.40	
T1929	B.C.I.T.F.	B.C.I.T.F. May 2005		918.38
	ELECT TSFR TRANSACTIONS			
170505	SALARIES & WAGES	Salaries & Wages 040505 – 170505	15818.60	
310505	SALARIES & WAGES	Salaries & Wages 180505 – 310505	15779.26	
090605	ALLAN RAMSAY	EHO/BS Travel Allowance May 2005	86.76	
	CREDIT CARD TRANSACTIONS			
040505	JG THOMAS & ASSOCIATES	Depot Lunchroom Maintenance	62.26	
		TOTALS \$	94618.58	918.38

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That payment of Accounts Vouchers 10182 - 10190, 10227 - 10233, 10245 - 10277, T1929, Electric Transfer/s 170505 - 310505, and Credit Card Transaction/s 040505, totalling \$95,536.96, as presented, be endorsed.

COUNCIL ACTION

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

CARRIED 7/0

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7.1.2 **Ordinary Council Meeting Minutes 16 June 2005**
SHIRE OF CUBALLING FINANCIAL REPORTS AS AT 31 MAY 2005

		Annual Budget 2004/05 \$	Actual YTD 2004/05 \$
OPERATING ACTIVITIES	Sch		
<u>Income</u>			
General Purpose Funding	3	3,100	561,031
Governance	4	11,310	3,133
Law, Order & Public Safety	5	40,750	46,465
Health	7	1,200	2,286
Education and Welfare	8	750	693
Housing	9	0	0
Community Amenities	10	2,000	4,178
Recreation and Culture	11	2,410	4,496
Transport	12	11,400	5,896
Economic Services	13	5,800	18,217
Other Property and Services	14	61,990	54,130
Total Operating Income		140,710	700,525
<u>Expenditure</u>			
General Purpose Funding	3	-39,440	-61,994
Governance	4	-236,270	-202,807
Law, Order & Public Safety	5	-55,650	-51,862
Health	7	-14,750	-18,276
Education and Welfare	8	-3,000	-1,084
Housing	9	-18,990	-18,277
Community Amenities	10	-96,000	-50,238
Recreation and Culture	11	-96,220	-92,614
Transport	12	-961,110	-619,041
Economic Services	13	-85,350	-39,266
Other Property and Services	14	-35,300	-194,966
Total Operating Expenditure		-1,642,080	-1,350,425
ADJUSTMENTS FOR CASH REPORTING REQUIREMENTS:			
Depreciation (Assets Register)		568,650	519,041
Profit/Loss on Sale of Assets		-9,860	1,958
<u>Capital Expenditure & Income</u>			
Proceeds on Sale of Assets		159,000	150,552
Capital Grants and Subsidies		898,940	813,424
Land and Buildings		-132,690	-70,684
Infrastructure Assets - Roads		-480,450	-462,213
Plant and Equipment		-465,000	-273,291
Furniture and Equipment		-11,000	-10,557
Proceeds from New Loans		0	0
Loan Repayments		-16,990	-12,647
Transfer to Reserves		-131,000	-15,040
Reserves (Cash Backed)		302,190	0
Opening Funds		278,750	278,750
Less Closing Funds		0	-269,872
CLOSING POSITION		-541,330	479

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BANK RECONCILIATION

	Municipal Fund	Trust Fund	Reserve Accts
	\$	\$	\$
Opening balance	385,455.29	48,210.39	492,194.13
Income	191,183.87	1,187.38	6,179.05
	576,639.16	49,397.77	498,373.18
Expenditure	-345,480.96	-270.25	0.00
Closing balance	231,158.20	49,127.52	498,373.18
Bank account	232,723.13	36,796.41	2,738.29
Investments	0.00	12,365.60	495,635.05
	232,723.13	49,162.01	498,373.18
Plus O/S deposits	247.00	275.82	0.00
	232,970.13	49,437.83	498,373.18
Less O/S cheques	-874.50	-310.31	0.00
	232,095.63	49,127.52	498,373.18
Less O/S licensing	-661.60	0.00	0.00
Less Adjustments	-275.83	0.00	0.00
Closing balance	231,158.20	49,127.52	498,373.18

RATING INFORMATION

	Budget 2004/05	Actual 2004/05
UV Rates Levied	\$424,510	\$418,612
GRV Rates Levied	\$44,930	\$47,504
UV Minimum Rates Levied	\$2,860	\$2,600
GRV Minimum Rates Levied	\$69,030	\$67,370
Interim Rates UV	\$0	\$3,541
Interim Rates GRV	\$0	\$422
Mining Tenement	\$0	\$0
	\$541,330	\$540,049
Rates o/s from previous years (1 July)	\$7,619	\$7,619
Rates Written Off	\$0	\$0
Discount Allowed	-\$38,000	-\$38,028
Net Rates Receivable	\$510,949	\$509,640
Emergency Services Levy	\$18,000	\$17,820
Net Rates & ESL Receivable	\$528,949	\$527,460
Less Rates & ESL Paid		-\$515,693
RATES OUTSTANDING		\$11,767
Pensioner Deferred Rates		\$2,000
UV Rates as a % of total rates		78.7%
GRV Rates as a % of total rates		21.3%
Payment Discount as a % of total rates		7.0%
Rates Paid as a % of net rates receivable		97.8%
Rates Outstanding as a % of net rates		2.2%
Pensioner Deferred Rates as a % of O/S Rates		17.0%

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ROADS MAINTENANCE AND CONSTRUCTION

MAINTENANCE				
Details	Job No	Status	Budget 2004/05 \$	Actual YTD \$
Refuse Sites (Cuby & Popo)	1000.1/2		72,670	40,156
Parks and Reserves	1100.9		48,700	42,661
Road Maintenance General	1201.31		301,350	182,636
Tree Lopping/Mulching	1201.34		47,600	13,135
Tree Lopping (Contract)	1201.34		25,000	0
Town Maintenance - Cuballing	1201.35		18,380	6,984
Town Maintenance - Popanyinning	1201.36		18,380	19,498
Bitumen Patching	1201.37		23,050	17,243
Bridges & Culverts - General	1201.38		9,810	7,125
Grading Maintenance - Winter	1201.41		93,070	75,174
Grading Maintenance - Shoulder	1201.42		34,560	13,800
Grading Maintenance - Summer	1201.43		116,450	82,397
Storm Damage	1201.44		5,150	6,282
Weed Control – Declared Plants	1300.1		14,160	4,522
Weed Control - Roadside	1300.3		14,150	5,476
Total Maintenance			842,480	517,089
CONSTRUCTION				
Cuballing East (RRG)	1200.30	IP	47,870	35,756
Cuballing West (RRG)	1200.31	Comp	37,570	67,676
Popanyinning East (DG)	1200.50	IP	60,600	42,449
Congellin (R2R & Own)	1200.60	Comp	99,570	116,587
Bunmulling (Own)	1200.70	IP	20,080	11,580
Yornaning West (Own)	1200.71	Comp	40,520	51,242
Town Streets (Own)	1200.72	IP	49,980	18,385
Popanyinning West (Own)	1200.76	Comp	72,380	56,650
Springhill (Own)	1200.77	Comp	29,880	14,151
Total Construction			458,450	414,476
GRAND TOTAL			1,300,930	931,565

INVESTMENTS

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserves
652250055120	8 July 2005	5.29%		\$12,365.60	
652250055147	14 June 2005	5.45%			\$495,635.05
			\$0.00	\$12,365.60	\$495,635.05

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CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Financial Reports for the period ended 31 May 2005 be adopted by Council.

COUNCIL ACTION

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

CARRIED 7/0

7.1.3 SHIRE OF CUBALLING PRINCIPAL ACTIVITIES PLAN 2005-2009

Background

A Draft Principal Activities Plan for the Shire of Cuballing for period 2005-2009 was presented to the April 21, 2005, ordinary meeting of Council. Council resolved to advertise the draft 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 27 April 2005.

At the closure of the submission period, 8 June 2005, no submissions have been received. Therefore unless there are specific changes Council would like to consider or make, the draft Plan as presented to the 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 2005-2009, as presented to the April 2005 ordinary meeting of Council and as advertised for public inspection on 27 April 2005, be adopted.

COUNCIL ACTION

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

CARRIED 7/0

7.1.4 **WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) –
REGISTRATION OF VOTING DELEGATES WALGA ANNUAL GENERAL MEETING**

Background

Correspondence from WALGA requesting Council to formally nominate its voting delegates for the Association's 2005 Annual General Meeting to be held on Sunday 7 August 2005.

Comment

In accordance with the WALGA Constitution, Council is entitled to register two (2) voting delegates for the Annual General Meeting.

In the past couple of years Councils voting delegates at the AGM have been:

2004: Councillors Hawksley and Wittwer; and
2003: Councillors Bradford and Watts.

In addition to the above, WALGA reminds Council that the closing date for motions for the AGM is Friday 17 June 2005.

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 Association's Annual General Meeting to be held on Sunday 7 August 2005.

COUNCIL ACTION

Moved Cr Bradford, seconded Cr McKenzie that Councillors Watts and Wittwer be registered as the voting delegates for the Shire of Cuballing at the Western Australian Local Government Association's Annual General Meeting to be held on Sunday 7 August 2005.

CARRIED 7/0

7.1.5 **WHEATBELT AREA CONSULTATIVE COMMITTEE (WACC) – SMALL TOWN
SURVIVAL CONFERENCE 2005**

Background

Correspondence advising of a conference to be held in York on October 19, 2005, to facilitate regional cooperation in an endeavour to help make small rural towns/communities more sustainable.

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Comment

The forum, which brings together a number of world class speakers, is proposed to be opened by the Deputy Prime Minister, John Anderson, with the Western Australian Premier, Geoff Gallop, to close it.

The WACC are requesting Council sponsorship of \$750 towards running costs of the conference. In exchange they are offering two full day registrations, which would normally cost \$??????.

Whilst the conference will touch on many issues that are relevant to today's issues facing small communities, and indeed one that Council may like to be represented at, the WACC is a federally funded organization and perhaps should be pursuing commonwealth funding to run such a project.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Shire of Cuballing does not provide financial sponsorship of \$750 to assist with the operating costs of the Small Town Survival Conference to be held in York on 19 October 2005.

COUNCIL ACTION

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

CARRIED 7/0

7.1.6 INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) WATER CAMPAIGN PROJECT

Background

The Shire of Cuballing is a member of the Water Campaign™ Australia program, an international program to assist local governments to improve water management through water consumption reduction and water quality improvement. In Australia, the program is delivered by ICLEI – Local Governments for Sustainability.

Council resolved to participate in the Water Campaign™ Australia program at the ordinary meeting of Council held in August 2004. The five Milestones of the project are:

1. Undertake a water consumption inventory and water quality checklist
2. Establish a water consumption reduction goal and water quality improvement goal
3. Develop and adopt a local action plan
4. Implement policies and measures to work towards integrated freshwater resource management
5. Monitor and report on water consumption reductions, water quality improvements and water management initiatives.

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Comment

Milestone 1 of the Water Campaign™ Australia Program has been completed for the Corporate and Community Modules. This report seeks Council's endorsement of water management goals developed to enable council to achieve the completion of Milestone 2 and the local action plan developed to enable council to achieve completion of Milestone 3.

Each milestone has an internal corporate component, a community component as well as a catchment component. The Shire of Cuballing has achieved the following milestones:

Milestone One (inventory of water consumption and water quality measures) Corporate and Community.

Milestone One

Milestone One was completed and an award made to Council at the Water Campaign™ recognition event held at Local Government Week 2004.

Milestone Two

The water management goals are set for water conservation and water quality, for both the corporate and community modules of the Water Campaign™. These goals are a council endorsed, public statement of council's commitment to water management.

They are intended to be goals for council to aim for and to prompt action rather than a binding target. These goals form the basis for the achievement of Milestone 2 of the Water Campaign™.

The proposed goals are;

CORPORATE

Water Conservation

To reduce scheme water consumption by 10% on 2001/2002 levels by 2012

Water Quality

To implement 30 points worth of actions from the Water Campaign™ action cards by 2012 (these points must be achieved from the year of joining the Water Campaign™ onwards).

COMMUNITY

Water Conservation

To contribute to the community achieving a 10% reduction in residential scheme water use on 2001/2002 levels by 2012.

This goal is equivalent to a 9% total reduction in community scheme water use on 2001/2002 levels by 2012.

Water Quality

To implement 30 points worth of actions from the Water Campaign™ action cards by 2012 (these points must be achieved from the year of joining the Water Campaign™ onwards).

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For further information on how these goals were developed please see the “Shire of Cuballing Local Action Plan” attached.

Milestone Three

To achieve Milestone Three of the Water Campaign™ program, the Shire of Cuballing is required to adopt a Local Action Plan (LAP) outlining the strategy that will be undertaken to reduce water consumption and improve water quality. As such, the “Shire of Cuballing Local Action Plan” has been developed and forms part of the Attachments to the Agenda.

It is envisaged that the Shire of Cuballing Local Action Plan will have a range of multiple benefits, including:

Economic Benefits

- Many of the initiatives will reduce the financial losses associated with Councils water consumption.
- Many of the initiatives will identify ways to reuse water locally thereby reducing pressure on councils drainage infrastructure.
- The plan also aims to assist community members reduce their water use and therefore also accrue financial savings.
- The implementation of measures within the plan may have flow on benefits for the local economy through the development of new markets in areas such as water efficient devices, irrigation and landscape services and the creation of local job opportunities through implementation of measures in the plan.

Social

- The implementation of the plan will require the development of partnerships with the commercial, residential and industrial sectors of the community. This can act to improve community relations and foster a greater sense of community.
- Council will be seen as a leader on the issue by the municipality.
- EnvironmentalThe implementation of the Shire of Cuballing Local Action Plan will play the primary role in Councils contribution to the sustainable management of our water resources.
- It is expected that the implementation of the plan will also play a role in the improvement of the receiving freshwater and estuarine environments, through initiatives such as (eg erosion and sediment control, reduced use of chemicals and the containment and appropriate disposal of gross litter etc)
- Efficient resource use is central to the plan and is a core environmental imperative.

Budget and Staff Implications

The budget requirements will be assessed on an annual basis. The savings resulting from the water saving initiatives could be reinvested to fund additional actions through the creation of a Revolving Water Fund (RWF).

Future Actions

Following adoption by Council, the staged implementation of the Local Action Plan will begin. It should be noted that the Action Plan is seen as a ‘living document’.

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The target year for the water consumption reduction and water quality improvement goals set as part of Milestone Two is 2012. As such, the Action Plan is not seen as an action plan covering all possible actions that will be undertaken in this period of time. It is envisaged that the document will be reviewed on a yearly basis in line with the budget cycle.

The implementation of actions outlined in this plan will take Council to Milestone Four in the Water Campaign™ program. ICLEI will assist council at this stage with a Milestone Four verification process that will quantify the water consumption reductions and water quality improvements achieved from projects implemented.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That Council :

- Support the Corporate Water Conservation goal to reduce scheme water consumption by 10% on 2001/2002 levels by 2012;
- Support the Community Water Conservation goal to contribute to the community achieving a 10% reduction in residential scheme water use on 2001/2002 levels by 2012;
- Support the Corporate Water Quality goal to implement 30 points worth of actions from the Water Campaign™ action cards by 2012 (these points must be achieved from the year of joining the Water Campaign™ onwards);
- Support the Community Water Quality goal to implement 30 points worth of actions from the Water Campaign™ action cards by 2012 (these points must be achieved from the year of joining the Water Campaign™ onwards);
- Adopt the Shire of Cuballing Local Action Plan and note that this fulfils the requirements of Milestone Three of the Water Campaign™ program; and
- Be advised on the process of the Water Campaign™ on a regular basis.

COUNCIL ACTION

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

CARRIED 7/0

7.1.7 **SHIRE OF CUBALLING EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN**

Background

In June 2003, Council, in accordance with the provisions of the Equal Opportunity Act 1984, adopted an Equal Employment Opportunity Management Plan for the Shire of Cuballing.

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Comment

A condition of the Plan adopted by Council was that it be reviewed annually.

The Chief Executive Officer has reviewed the Plan for its current relevancy and there are no changes proposed.

Each Councillor has previously been provided with a copy of the Plan.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the reviewed Equal Employment Opportunity Management Plan be adopted for the Shire of Cuballing.

COUNCIL ACTION

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

CARRIED 7/0

7.1.8 DRYANDRA COUNTRY VISITOR CENTRE – VISITOR CENTRE MANAGER

Background

Request from the Dryandra Country Visitor Centre for Council consideration to continue its financial support for the employment of the Visitor Centre Manager for the next two financial years.

Comment

Council initially entered into an agreement with the Shires of Narrogin, Pingelly and Wickepin, and the Town of Narrogin, in 2003, to employ the services of a manager for the Dryandra Country Visitors Centre in Narrogin. This initiative was one of the recommendations from the Greater Dryandra and Central South Tourism State of Industry Report released in January 2003, and has been a tremendous boost for tourism within the region. Certainly it has assisted the Cuballing District in getting a number of tourism actions progressed; namely the preparation of tourism brochures, planned Cuballing Country Festival in August 2005, and wider exposure for the area through tourism meetings in Cuballing.

The Shire of Cuballing has contributed amount of \$3,000 to the Visitor Centre in each of the last two financial years and this is the amount that they requesting Council to consider in each of the next two years.

Reporting Officer

Peter Naylor, Chief Executive Officer

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CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Shire of Cuballing agrees to provide financial assistance of \$3,000 in each of the next two financial years for the continued employment of a full time manager for the Dryandra Country Visitors Centre in Narrogin.

COUNCIL ACTION

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

CARRIED 7/0

7.1.9 SHIRE OF CUBALLING BUDGET 2005/2006 FINANCIAL YEAR

Background

Circulated with the Council meeting agenda is a Draft Budget, and associated supporting information, for the 2005/2006 Financial Year.

Comment

As in previous years it is not proposed to adopt the draft budget at this particular meeting, however it provides Council with the opportunity to peruse and give consideration to various items that have been included and to determine what changes can be made if considered necessary to do so. Discussions also need to be had on possible rate increase, if required, and the continuation of the levying of differential rates. Ministerial approval will again be needed for the levying of differential rates if Council chooses to continue down this path.

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 2004/2005 still has to be finalised and adjustments to rate income and grant allocations from the WA Local Government Grants Commission. All of these amounts will be known closer to the end of the current financial year.

Letters have been forwarded to the Mercure Hotel group and the City Waters Lodge in Perth requesting their consideration to provide Council with rate incentive prizes similar to those in 2004/2005, to date no response has been received from either.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

Council discussion and direction please.

COUNCIL ACTION

Council worked through the draft budget for 2005/2006, and supporting information. The following items were noted and raised for further attention:

- No surplus from 2004/2005, no rating increase and no increase in local government grant commission allocations included on draft budget.
- Council to consider a rate increase for 2005/2006 based on 2.4% in accordance with consumer price index at 31 March 2005, rate split to be 80% UV and 20% GRV
- Contribution to Narrogin regional library to be increased to \$2,000
- Any surplus funds when preparing budget to be allocated to Reserve accounts
- If necessary 2004/2005 budget allocation from Road Works Reserve account to be used as balancing tool.

7.2 REPORTS – WORKS

7.2.1 ACTING WORKS SUPERVISORS REPORT

BUNMULLING ROAD

The road has been gravel sheeted and culvert pipes extended in accordance with the programmed works. Inclement weather has delayed the completion of the works. There is about 150 metres of gravel sheeting remaining to be done.

CLIFFORD STREET

Works have been undertaken on the portion of this road to the south of Rose Street to enable Western Power to install power to the two properties at the southern end. The road surface was upgraded at the same time.

The Shire of Narrogin mulching machine was used to clear the vegetation on the western side of the road and proved very helpful.

WINTER GRADING

Winter grading has commenced however has been stalled due to wet weather.

REFUSE SITES

Wind blown litter has been picked out of the bush surrounding both refuse sites. Extra material is being stockpiled at the site to allow better coverage of the waste at both tip sites. Both sites are being covered on a weekly basis.

PLANT AND EQUIPMENT

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

SHIRE DEPOT

The depot has been cleaned and it is planned to remove trees on the boundary with McDougall Weldments. The trees are creating a nuisance in the yard and becoming dangerous.

PRIVATE WORKS

Various private works requests are being received and these are being done as time permits.

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Private works invoices for the month of March 2005, totaling \$6,396.

WORKS SUPERVISOR

Alex is clearing annual leave entitlements from 2 June to 29 June 2005 (inclusive). Bruce is acting in the position of Works Supervisor.

The Chief Executive officer informed Council that contract mulching machine will commence work on the Wandering Narrogin road on Monday 20 June 2005.

Reporting Officer

Bruce Brennan, Acting Works Supervisor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Works Supervisors Report be received and information noted.

COUNCIL ACTION

Moved Cr McKenzie, 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 two (2) building applications approved and licenses issued for the month of May 2005.

Listed below is a summarized breakdown of the applications and proposed structures:

Approval Date	License No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
12 May 2005	35/04.05	J Nordstrom 83 Felspar St Narrogin	RB T & R Homes	4 Bed 2 Bathroom Transportable Home	Lot 378 Clifford St Cuballing
12 May 2005	36/04.05	A & M Grieve Lot 7041 Noels Road Cuballing	RB P & F Kulker	4 Bed 2 Bathroom Brick & Iron Home	Lot 7041 Noels Road Cuballing

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Reporting Officer

Allan Ramsay, Building Surveyor

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION

That the Building Surveyor's 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

7.4 REPORTS – HEALTH

7.4.1 ENVIRONMENTAL HEALTH OFFICERS REPORT

Purpose

To advise Council of Environmental Health inspections that has been carried out in the district during the month of May.

On – Site Effluent Disposal

There was one (1) approval issued to construct an on – site effluent disposal system during the month of May 2005, on Lot 7041 Noels Road, Cuballing.

Amendments to the Local Government (Miscellaneous Provisions) Act 1960

A letter has been received from the Department of Housing and Works regarding proposed amendments to the Local Government (Miscellaneous Provisions) Act 1960 planned to be introduced into Parliament this year. The proposals will revisit changes which were included in the Local Government (Miscellaneous Provisions) Bill 2003 (2003 Bill) which progressed to the Second Reading stage in the Legislative Council but lapsed on the 23 January 2005.

It is believed that the local governments were consulted on the matter at the time.

In summary, the Department of Housing and Works advise that the revised Bill will provide for the following:

1. “A broader head of power for the Municipal Building Surveyors Qualification Committee to issue certificates of qualifications under the national accreditation framework for building surveyors.
2. Retrospective issue of building licenses.
3. A requirement for local government to obtain advice from an appropriately certified building surveyor to approval/refusal of a building license application coupled with flexibility to obtain advice from a certified building surveyor employed by the local government, engaged on contract or employed by another local government. This flexibility will help local government deal with the current shortage of building surveyors by allowing local governments to engage private sector

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building surveyors on contract and may make the profession more attractive to persons contemplating it as career”.

It is anticipated that Parliament will approve the provisions in the bill of the Local Government (Miscellaneous Provisions) Act 1960 later this year. Once approved, the consultation process between stakeholders i.e. Local Government and the Department Housing and Works will commence

Comment & Exclamation of Items 1 to 3

1. It is important for Local Government to be involved in the consultation process for the drafting of the Building Surveyors Qualifications Regulations. Many Environmental Health Officers carry out building surveying work in small country local authorities in conjunction with their statutory duties under the provisions of the Health Act.

It is too early at this stage to make further comment. However, it is believed that there will be a transitional process prior to the requirement that all building surveyors are suitably qualified. This should not affect the current arrangement of EHO'S carrying out building surveying work.

2. Retrospective approval of building license will make it compulsory that all known structures will have to be approved by a building surveyor.
3. Current legislation allows Council to make a resolution to approve a building license. Some time in the future the legislation will only allow an appropriately certified building surveyor to issue the approval. It is believed that there will be a transitional period before this happens.

Reporting Officer

Allan Ramsay, Environmental Health Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **The Environmental Health Officers Report be received and information noted; and**
- **The Environmental Health Officer keep Council informed of any further development following the consultation process in relation to the proposed amendments to the Local Government (Miscellaneous Provisions) Act 1960.**

COUNCIL ACTION

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

CARRIED 7/0

7.4.2 **MR. KELLY COOPER – PERMISSION TO CAMP IN A CARAVAN ON LOT 74 HOWARD STREET, POPANYINNING**

Background

Letter received from Mr. Kelly Cooper requesting Council permission to camp in a caravan on his property at Lot 74 Howard Street, Popanyinning whilst he is constructing a home on the land.

Comment

Clause 11(2) of the Caravan Parks and Camping Regulations 1997, makes provision for this practice. It states that the local government can grant approval for a person to camp for a period of up to three months if that person owns the land and is to camp in a caravan while a building license issued to that person in respect of the land is in force.

A building license has been issued to Mr. Cooper as an owner builder (Council Building License # 28/04-05) to build a house and garage on the property. Mr. Cooper has indicated that he will provide a chemical toilet on site during house construction.

Reporting Officer

Allan Ramsay, Environmental Health Officer/ Building Surveyor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **Approval be granted to Mr Kelly Cooper to camp in a caravan on Lot 74 Howard Street, Popanyinning, for a period of three months only whilst he as an owner/builder constructs a house on the property in accordance with the building license issued by the Shire of Cuballing; and**
- **Approval only to be granted provided Mr Cooper provides an approved waste disposalsystem to the satisfaction of the Environmental Health Officer.**

COUNCIL ACTION

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

CARRIED 7/0

7.4.3 **MRS TARYN GLASSON – PROPOSED OUTBUILDING LOT 134 YORK ROAD POPANYINNING**

Background

Council has received an application for Planning Consent from Mrs. Taryn Glasson (applicant) for the construction of a 120m² outbuilding on Lot 134 York Road, Popanyinning. The property is 8.6305Ha and the location of the proposed outbuilding is considered suitable as it will not impact on

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the amenity of the area. Therefore, it is recommended that Council approve the application for a 120m² Zinalume outbuilding in the proposed location at the subject property.

Comment

The subject land is zoned Rural Residential under the Shire of Cuballing Town Planning Scheme No.2 and the construction of an outbuilding is a permitted use subject to compliance with the Council's Policy (Outbuildings).

Outbuilding

Council's Policy (Outbuildings), specifically Clause (b) (ii) says that in a rural residential zone where the lot size is over 1500m² the floor area of the outbuilding cannot be more than 85m² when using Zinalume.

Town Planning Scheme No 2 came into effect in May 2005. Whilst the applicant had been consulting with Council staff the size of the shed had not specifically been mentioned and she was unaware of the scheme policy on the requirement for colorbond walls when the shed is over 85m² (up to 120m²).

The applicant has been in the process of quoting, planning and ordering the shed for all of May, and has placed an order for the shed.

Although there is no policy offering guidance to Council staff, this application has merit as the shed is located well into the property of 8.6305Ha and located behind the house, 82 metres from the front boundary, 122 metres from the rear boundary, 120 from the south west side boundary and 252.5 metres from Bunmulling Road.

Whilst the applicant does not officially own the property until the middle of June the current owners have given Council a letter indicating the impending sale.

Statutory Environment: Shire of Cuballing Town Planning Scheme No 2

Policy Implications: Town Planning Policy– Outbuildings

Reporting Officer

Allan Ramsay, Environmental Health Officer/Building Surveyor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That Council approve the construction of 16m long and 7.5m deep and 2.75m high, 120m² Zinalume Outbuilding on Lot 134 York Road, Popanyinning subject to the following conditions:

- **The issue of an approved building license for the construction of the outbuilding; and**
- **The outbuilding to be sited in accordance with the approved site plan.**

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COUNCIL ACTION

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

CARRIED 6/1

In reaching this conclusion, Council noted that the negotiation for purchase and installation of the shed had commenced prior to the formal signing of the new Shire of Cuballing Town Planning Scheme No. 2 on 11 May 2005.

7.5 REPORTS – TOWN PLANNING

7.5.1 ASTRONOMICAL SOCIETY OF WA INC – INVESTIGATION OF SUITABLE VACANT LAND SITE

Background

Correspondence from the Society seeking Council advice on suitable vacant land within the Shire to enable them to establish a permanent base observatory.

Comment

Presently the Society has three weekend camps a year and these are held at the Dryandra Woodlands camping area. However with the introduction of the Barna Mia animal sanctuary and night tours this site is no longer suitable because of the use of lights and torches for viewing the animals.

The Society has a membership of 120 people of which about one-third attend the camps. They do not need a high site but it would have to be reasonable cleared to enable the telescopes to be lowered to a 30 degree angle, and its needs to be dark (therefore away from a townsite or other camping type areas).

As stated in the letter they do not have the funds to purchase the land but do have quite a lot of equipment and gear to be housed in a permanent observatory.

The Society are keen to continue their visits to this area because of its proximity to the metropolitan area.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICER RECOMMENDATION

Council discussion on possible sites within the Shire or neighbouring districts.

COUNCIL ACTION

Council resolved that the Chief Executive Officer investigate land within the Shire of Cuballing or neighbouring Shires that may be suitable for the Astronomical Society of WA Inc.

7.5.2 **PAUL LAMARR & TARYN GLASSON – APPLICATION TO CONDUCT RURAL HOME BUSINESS LOT 134 YORK ROAD POPANYINNING**

Background

Letter of application from Mr Lamarr and Ms Glasson requesting Council approval for them to conduct a Rural Home Business (furniture manufacturing) on their soon to be acquired property at Lot 134 York Road, Popanyinning (settlement date 30 June 2005).

Comment

As indicated in the correspondence it is proposed that the furniture will be built on site and then transported to Perth or other markets as appropriate. The property will not be used as a showroom for wholesale purposes.

The use fits into the “Rural Home Business” category of the Shire of Cuballing Town Planning Scheme No 2, which has a “D” use in the Rural Residential area of the Zoning Table of the Scheme. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

Given the size of the property (8.6305 Ha) it would not appear that the planned activity will create a nuisance for adjoining property owners. Perhaps if Council is in favor of approving the home business consideration could be given to imposing restricted operating hours to ensure that neighbours will not be inconvenienced.

Reporting Officer

Allan Ramsay, Environmental Health Officer/Building Surveyor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **Approval be granted to Mr P Lamarr and Ms T Glasson to operate a Furniture Manufacturing business as a Rural Home Business on their soon to be acquired property at Lot 134 York Road, Popanyinning; and**
- **The operating hours of the business be restricted to 7.00am to 6.00pm Monday to Saturday, providing the noise emission levels do not exceed the requirement of the Environmental Protection (Noise) Regulations 1997.**

COUNCIL ACTION

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

CARRIED 7/0

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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 5.05 pm.

CONFIRMED AS A TRUE RECORD OF PROCEEDINGS ON _____

PRESIDENT

SHIRE PRESIDENT

DATE

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SHIRE PRESIDENT

DATE

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