



SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING
HELD ON THURSDAY 17 FEBRUARY
2005**

MINUTES

CHIEF PRESIDENT

DATE

SHIRE OF CUBALLING

ORDINARY COUNCIL MEETING
THURSDAY 17 FEBRUARY 2005

MINUTES

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Ordinary Council Meeting Minutes 17 February 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
17 FEBRUARY 2005**

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

President welcomed Councillors, and Mr Ian and Mrs Helen Grainger, declared meeting open at 2.02 pm.

2. RECORD OF ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

ATTENDANCE

Shire President Cr I L Watts	Deputy President Cr D S Bradford
Cr J D Brown	Cr C R Hawksley
Cr C R McKenzie	Cr R J D Newman
Cr T H Wittwer	
Chief Executive Officer P T Naylor	

Mr Ian & Mrs Helen Grainger (Shire of Cuballing Townscape Committee)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3. PUBLIC QUESTION TIME

Ian Grainger spoke to Council on townscape issues and the Committees plans for 2005. The plans for 2005 include a Cuballing Country Festival to be held at the Recreation Grounds on 13 & 14 August 2004. Various types of events are being planned and should help to promote the district and surrounding regions.

4. APPLICATION FOR LEAVE OF ABSENCE

Moved Cr Newman, seconded Cr Wittwer that leave of absence be granted to Cr Bradford for the March 2005 meeting of Council.

CARRIED 7/0

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5. MINUTES

5.1 CONFIRMATION OF 17 DECEMBER 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 17 December 2004 be confirmed.

COUNCIL ACTION

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

CARRIED 7/0

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Shire President informed the meeting that Neil Mitchell, Executive Officer of the WALGA Central Country Zone, visited the office of Council at 10.30 am today. The Shire President and Chief Executive Officer formally signed the Indigenous Land Use Agreement (in accordance with Council resolution of December 2004) and placed the Shire Common Seal on the document.

7. REPORTS OF OFFICERS

7.1 CHIEF EXECUTIVE OFFICER

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

V	NAME	PARTICULARS	MUNI	TRUST
9930	DEPT OF ENVIRONMENT	Application for Clearing Permit	200.00	
9931	BUILDERS REGO BOARD	Building Dispute Fees Nov 2004	27.50	
9932	DEPT FOR PLAN. & INFRAST.	Lot 14 & 15 Yornaning Transfer Fees	164.00	
9933	R AULSEBROOK	Reimburse Building Licence Money	70.00	
9934	CASH	Councillors Meeting Fees 2004	6700.00	
9971	ATO	November 2004 BAS	12743.00	
9972	IL WATTS	Chairmans Allowance 2004	4000.00	
9973	L ANDERSON	Windows on the Wheatbelt	25.00	
9974	PETTY CASH	Petty Cash Recoup	292.50	
9975	BELINDA WILCOX	Council Shopping	100.46	
9976	BILL & BENS HOTBREAD SHOP	Christmas Function	24.00	
9977	BEAUREPAIRES	Tyres	2433.98	
9978	RD & RA BETTELEY	Works – Push Gravel, Clearing etc.	2772.00	
9979	OAKPOINT P/L	Shire House – Patio	1045.00	
9980	BOISE CASCADE	Stationery	18.00	
9981	COURIER AUSTRALIA	Freight	46.91	
9982	EDWARDS MOTORS	Parts & Repairs	285.15	
9983	HILLSIDE MEATS	Christmas Function	143.00	
9984	MUNI. INSURANCE BROKING	Premium Adjustment 2003/04	1474.00	
9985	MUNI. WORKCARE SCHEME	Actual Wages Adjustment 2003/04	922.90	

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9986	NGN AG REPAIRS	Materials	11.00
9987	NGN AUTO ELECTRICS	Parts & Repairs	378.77
9988	NGN BEARING SERVICE	Materials	169.95
9989	NGN HIRE SERVICE	Materials	130.78
9990	STAR TRACK EXPRESS	Freight on Parts	32.67
9991	TASSIE'S PLUMBING	Popo Hall – Install Tap	77.75
9992	TELSTRA	Phone A/C	794.21
9993	WATER CORPORATION	Water A/C	84.45
9994	WESTERN POWER	Power A/C	49.50
9995	AUSTRALIAN SERVICES UNION	ASU Deductions December 2004	31.80
9996	WA LOCAL GOVT ASSOC.	Super Contributions December 2004	4577.02
9997	SHIRE OF CUBALLING	Social Club December 2004	150.00
9998	BUILDERS REGO BOARD	Building Dispute Fees Dec 2004	98.00
9999	ATO	December 2004 BAS	9159.00
10000	SHIRE OF CUBALLING	New Registration – Admin Vehicle	181.65
10001	C J GENYON	Partial Rebate – Rates Ass 25	164.09
10002	TELSTRA	Mobile & Phone A/C	1082.20
10003	TERRY ROBINSON	1 Days Work – General	141.30
10004	WESTERN POWER	Power A/C	1725.95
10005	WA LOCAL GOVT ASSOC.	Super Contributions January 2005	4577.44
10006	AUSTRALIAN SERVICES UNION	ASU Deductions January 2005	31.80
10007	SHIRE OF CUBALLING	Social Club January 2005	150.00
10008	ALEX RICHARDSON	Clothing Allowance 2004/05	1000.00
10009	I L WATTS	Travel Allowance – SCM 01/12/04	356.24
10010	KNIGHTLINE COMPUTERS	Internet & Network Maintenance	220.00
10011	NGN PUMP SALES	Standpipe – Parts	110.55
10012	SUNNY SIGN COMPANY	Signs Materials	11.00
10013	OASIS HOTEL	Refreshments – Fire Officers	35.50
10014	NGN GLASS & QUICKFIT	Supply & Fit Windscreen – Truck	385.00
10015	AUST. GOLDEN OUTBACK	Shire Inclusion in 2005 Brochure	400.00
10016	PHONOGRAPHIC PERFORMANCE COMPANY	2005 Licence	188.65
10017	ATO	January 2005 BAS	11822.00
10021	AARONS AUTO AIR	Parts & Repairs	185.90
10022	ANTHONY MORT GARDENING	Shire House Garden Maintenance	30.00
10023	BEAUREPAIRES	Tyres	161.10
10024	BELINDA WILCOX	Council Shopping	77.98
10025	CORNERS AUTO ELECTRICS	Admin Vehicle – Handsfree Kit	148.50
10026	COURIER AUSTRALIA	Freight	8.39
10027	CUBALLING TAVERN	Council Luncheon, Christmas Function, Art & Rose Show	1119.10
10028	CUBY ROADHOUSE	Refreshments & Gas	98.60
10029	FUEL EQUIPMENT SERVICES	Fuel - New Smartfill Memory Key	69.12
10030	GREAT SOUTHERN FUELS	Fuels & Oils	16193.38
10031	HANSON CONSTRUCTIONS MATERIALS	Materials – Blue Metal	4006.23
10032	JEM TRUCK SALES	Parts & Repairs	264.00
10033	MAIN ROADS WA	Heavy Vehicle Permits	30.00
10034	MAKIT NGN HARDWARE	Materials	154.80
10035	MCDOUGALL WELDMENTS	Roller Hire & Parts & Materials for Shire Recreation Facilities	4144.59
10036	PARRYS P/L	Protective Clothing	218.00
10037	PIONEER ROAD SERVICES	Materials – Bitumen	8119.94
10038	RADIOWEST BROADCASTERS	Fire Safety Message	121.00

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10039	SHIRE OF WANDERING	Strategic Planning Facilitator – Advertising	125.10	
10040	SHIRE OF WICKEPIN	Recycling Costs Nov 2004 & Cherry Picker Repairs	469.65	
10041	SOS OFFICE EQUIPMENT	Photocopier Charges Dec 2004 & Jan 2005	96.75	
10042	SOUTH WEST PRINTING & PUB.	Advertising	333.00	
10043	STAR TRACK EXPRESS	Freight on Parts	78.40	
10044	SUNNY SIGN COMPANY	Signs	749.10	
10045	TELSTRA	Mobile A/C	83.95	
10046	THE PAPER COMPANY	Paper	252.88	
10047	VALUER GENERALS OFFICE	Valuations – Minimum Charge	38.70	
10048	WATER CORPORATION	Water A/C	579.90	
10049	WESTERN POWER	Power A/C	285.20	
10050	WESTRAC EQUIPMENT	Parts	175.06	
10051	WORMALD FIRE SYSTEMS	Fire Extinguishers	407.00	
T1913	NGN SENIOR HIGH SCHOOL	Commodine Award		50.00
T1914	NGARLA KOORT ABORIGINAL INCORPORATION	Bond For Hire of Cuby Hall		100.00
T1915	SPRIGGINS FAMILY TRUST	LCDC Farm Forestry Program		883.00
T1916	B.C.I.T.F.	BCITF Fees Dec 2004 & Jan 2005		276.80
T1917	SHIRE OF CUBALLING	Admin Expenses Claim – LCDC		645.55
T1918	AVON CATCHMENT COUNCIL	Return Unused LCDC Funds		3679.86
	ELECT TSFR TRANSACTIONS			
141204	SALARIES & WAGES	Salaries & Wages 011204 – 141204	16393.99	
151204	ALEX RICHARDSON	Advance on Wages 151204 – 281204	1618.40	
231204	ALLAN RAMSAY	Shire Contribution to EHO Computer	276.66	
231204	ALLAN RAMSAY	EHO/BS Travel Allowance Dec 2004	108.15	
281204	SALARIES & WAGES	Salaries & Wages 151204 – 281204	14495.45	
110105	SALARIES & WAGES	Salaries & Wages 291204 – 110105	16718.67	
250105	SALARIES & WAGES	Salaries & Wages 120105 – 250105	16335.91	
080205	SALARIES & WAGES	Salaries & Wages 260105 – 080205	16100.15	
	CREDIT CARD TRANSACTIONS			
301104	COVENTRY GROUP LTD	Vehicle Maintenance – OCN	39.42	
021204	NGN AUTO ELECTRICS	Vehicle Maintenance – OCN	20.00	
211204	PARRYS P/L	Clothing Allowance	59.95	
160105	VIBA – CAROUSEL	Clothing Allowance	231.95	
210105	KMART – CAROUSEL	Clothing Allowance	22.77	
	TOTALS \$		193062.46	5635.21

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That payment of Accounts Vouchers 9930 - 9934, 9971 - 10017, 10021 - 10051, T1913 - T1918, Electric Transfer/s 141204 – 080205, and Credit Card Transaction/s 301104 – 210105, totalling \$198,697.67, as presented, be endorsed.

Creditors invoices processed and outstanding as at 17 February 2005 and not included in the cheque list presented to the Council meeting on 17 February 2005 total \$_____.

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COUNCIL ACTION

Moved Cr Wittwer, seconded Cr Brown that payment of Accounts Vouchers 9930 - 9934, 9971 - 10017, 10021 - 10051, T1913 - T1918, Electric Transfer/s 141204 – 080205, and Credit Card Transaction/s 301104 – 210105, totalling \$198,697.67, as presented, be endorsed.

Creditors invoices processed and outstanding as at 17 February 2005 and not included in the cheque list presented to the Council meeting on 17 February 2005 total \$7978.63.

CARRIED 7/0

7.1.2 SHIRE OF CUBALLING FINANCIAL REPORTS AS AT 31 JANUARY 2005

ROADS MAINTENANCE AND CONSTRUCTION

MAINTENANCE				
Details	Job No	Status	Budget 2004/05 \$	Actual YTD \$
Refuse Sites (Cuby & Popo)	1000.1/2		72,670	19,098
Parks and Reserves	1100.9		48,700	24,692
Road Maintenance General	1201.31		301,350	126,706
Tree Lopping/Mulching	1201.34		47,600	11,158
Tree Lopping (Contract)	1201.34		25,000	0
Town Maintenance - Cuballing	1201.35		18,380	5,607
Town Maintenance - Popanyinning	1201.36		18,380	19,096
Bitumen Patching	1201.37		23,050	14,622
Bridges & Culverts - General	1201.38		9,810	4,249
Grading Maintenance - Winter	1201.41		93,070	64,937
Grading Maintenance - Shoulder	1201.42		34,560	13,025
Grading Maintenance - Summer	1201.43		116,450	58,650
Storm Damage	1201.44		5,150	3,286
Weed Control – Declared Plants	1300.1		14,160	4,522
Weed Control - Roadside	1300.3		14,150	4,476
Total Maintenance			842,480	374,124
CONSTRUCTION				
Cuballing East (RRG)	1200.30		47,870	141
Cuballing West (RRG)	1200.31		37,570	2,994
Popanyinning East (DG)	1200.50	IP	60,600	13,725
Congellin (R2R)	1200.60	IP	51,700	6,400
Bunmulling (Own)	1200.70		20,080	2,828
Yornaning West (Own)	1200.71	Comp	40,520	51,242
Town Streets (Own)	1200.72		49,980	245
Congellin (Own)	1200.75		47,870	647
Popanyinning West (Own)	1200.76	IP	72,380	43,226
Springhill (Own)	1200.77		29,880	0
Total Construction			458,450	121,448
GRAND TOTAL			1,300,930	495,572

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		Annual Budget 2004/05 \$	Actual YTD 2004/05 \$
OPERATING ACTIVITIES	Sch		
Income			
General Purpose Funding	3	3,100	539,320
Governance	4	11,310	2,475
Law, Order & Public Safety	5	40,750	37,567
Health	7	1,200	1,746
Education and Welfare	8	750	234
Housing	9	0	0
Community Amenities	10	2,000	3,896
Recreation and Culture	11	2,410	3,142
Transport	12	11,400	-730
Economic Services	13	5,800	6,758
Other Property and Services	14	61,990	34,221
Total Operating Income		140,710	628,629
Expenditure			
General Purpose Funding	3	-39,440	-47,722
Governance	4	-236,270	-162,670
Law, Order & Public Safety	5	-55,650	-39,576
Health	7	-14,750	-11,214
Education and Welfare	8	-3,000	-604
Housing	9	-18,990	-13,826
Community Amenities	10	-96,000	-23,740
Recreation and Culture	11	-96,220	-57,478
Transport	12	-961,110	-445,423
Economic Services	13	-85,350	-25,965
Other Property and Services	14	-35,300	-140,512
Total Operating Expenditure		-1,642,080	-968,730
ADJUSTMENTS FOR CASH REPORTING REQUIREMENTS:			
Depreciation (Assets Register)		568,650	331,194
Profit/Loss on Sale of Assets		-9,860	3,367
Capital Expenditure & Income			
Proceeds on Sale of Assets		159,000	69,782
Capital Grants and Subsidies		898,940	447,863
Land and Buildings		-132,690	-49,346
Infrastructure Assets - Roads		-480,450	-163,268
Plant and Equipment		-465,000	-87,300
Furniture and Equipment		-11,000	-99
Proceeds from New Loans		0	0
Loan Repayments		-16,990	-8,368
Transfer to Reserves		-131,000	-2,563
Reserves (Cash Backed)		302,190	0
Opening Funds		278,750	278,750
Less Closing Funds		0	-479,911
CLOSING POSITION		-541,330	0

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BANK RECONCILIATION

	Municipal Fund	Trust Fund	Reserve Accts
	\$	\$	\$
Opening balance	472,318.27	53,405.85	477,153.65
Income	40,420.42	386.60	15,040.48
	512,738.69	53,792.45	492,194.13
Expenditure	-56,276.93	-1,159.80	0.00
Closing balance	456,461.76	52,632.65	492,194.13
Bank account	258,716.19	40,421.26	2,738.29
Investments	200,000.00	12,211.70	489,455.84
	458,716.19	52,632.96	492,194.13
Plus O/S deposits	2,495.11	150.00	0.00
	461,211.30	52,782.96	492,194.13
Less O/S cheques	-486.04	-150.31	0.00
	460,725.26	52,632.65	492,194.13
Less O/S licensing	-4,113.50	0.00	0.00
Less Adjustments	-150.00	0.00	0.00
Closing balance	456,461.76	52,632.65	492,194.13

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		-\$503,923
RATES OUTSTANDING		\$23,537
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		95.5%
Rates Outstanding as a % of net rates		4.5%
Pensioner Deferred Rates as a % of O/S Rates		8.5%

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INVESTMENTS

Account	Maturity	Interest	Fund/Account		
Number	Date	Rate	Municipal	Trust	Reserves
652250055120	8 February 2005	5.00%		\$12,211.70	
652250055147	30 April 2005	5.12%			\$489,455.84
652250055155	6 March 2005	5.18%	\$200,000.00		
			\$200,000.00	\$12,211.70	\$489,455.84

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

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

COUNCIL ACTION

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

CARRIED 7/0

7.1.3 DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT – 2004 COMPLIANCE AUDIT RETURN FOR LOCAL GOVERNMENT

Background

Correspondence from the Department of Local Government and Regional Development enclosing the 2004 Local Government Compliance Audit Return, which has to be carried out by each local government in accordance with clause 14 of the Local Government (Audit) Regulations 1996.

Comment

The Compliance Audit Return for the Shire of Cuballing for the period 1 January 2004 to 31 December 2004 has been completed and a copy is circulated with the Council meeting agenda for Councillor information and comment. During the audit process there have been no instances during the reporting period where Council has failed to comply with relevant legislation and the processes required.

Reporting Officer

Peter Naylor, Chief Executive Officer

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CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Local Government Compliance Audit Return for the Shire of Cuballing for reporting period 1 January 2004 to 31 December 2004, as circulated, be adopted, and copy forwarded to the Department of Local Government and Regional Development.

COUNCIL ACTION

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

CARRIED 7/0

7.1.4 CENTRAL COUNTRY ZONE BOWLS DAY

Background

The annual Central Country Zone Bowls Day is to be held in Wickepin on Friday 11 March 2005.

Comment

The Bowls Day is very social event and offers councillors and staff the opportunity to interact and liaise with various other Council representatives from within the Central Country region.

The Chief Executive Officer informed the meeting that the bowls day clashes with the Wagin Woolarama and therefore could be changed to the 18 March 2005. This will be advised when finalised by the Shire of Wickepin.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That Councillors and the Chief Executive Officer represent the Shire of Cuballing at the Central Country Zone Bowls Day in Wickepin on Friday 11 March 2005.

COUNCIL ACTION

Councillors Brown, McKenzie, Newman and Wittwer and the Chief Executive Officer registered their interest to represent the Shire of Cuballing at the Central Country Zone Bowls Day in Wickepin.

7.1.5 CENTRAL COUNTRY ZONE ORDINARY SIX-MONTHLY MEETING

Background

The next six-monthly Ordinary Meeting of the Central Country Zone (CCZ) is to be held in Williams on Friday 1 April 2005.

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Comment

The closing date for agenda items is Wednesday 2 March 2005. Council already has an item on the agenda in relation to the requirement to hold annual electors meetings. Are there any other issues Council would like raised at the CCZ meeting?

Councillors also please advise of your availability to attend the Meeting.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

Council direction please.

COUNCIL ACTION

Councillors Watts and Brown and the Chief Executive Officer to attend the Central Country Zone Meeting in Williams on behalf of the Shire of Cuballing.

7.1.6 SHIRE OF CUBALLING STRATEGIC PLAN

Background

Council included in the 2004/2005 Budget, allocation of \$8,000 for preparation of a Strategic Plan for the Cuballing Shire.

An advertisement was placed in the West Australian Newspaper on Wednesday 8 December 2004, seeking Expressions of Interest from qualified persons to carry out the role of facilitator in the creation of individual Strategic Plans for the Shires of Cuballing and Wandering.

Comment

In response to the advertisement a significant amount of interest was generated and the following Expressions were received:

Company	Cuballing (inc. GST)	Wandering (inc. GST)
Insight (David Officen)	\$18,700	\$18,700
Smithson Planning (Neil Smithson)	\$36,740	\$36,740
CIR S (Daniel J O'Connor)	\$18,280	\$18,280
Stirling Sport & Recreation Solutions (John Fuhrmann & George Vassiliou)	\$15,347	
Utilibiz (Paul Taplin)	\$11,635	\$9,942
PracSys	\$7,700	\$7,700
Voran (Martin Davis)	\$8,821	\$5,951
(less 15% if joint acceptance)		

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Tungsten Group	\$11,142	\$7,392
Liz Pattison P/L (Liz Pattison)	\$11,616	\$10,648
BTC Consulting (Belinda Coghlan)	\$12,102	\$12,102

The Cuballing and Wandering Chief Executive Officers have closely examined the Expressions that were within or near the Budget allocations of each Council and agreed that the submission from PracSys at \$7,700 (inc. GST) was the preferred.

The Shire of Wandering considered this matter at their January 2005 meeting and resolved as follows:

“That the CEO negotiate the appointment of PracSys to facilitate the production of a Strategic Plan for the Shire of Wandering with arrangements being made to reduce the cost of the service back to the budget allocations”.

The Wandering CEO has managed to successfully negotiate with PracSys and they have agreed to reduce their price to \$6,000 (ex GST) for each Council on the condition that Council staff will undertake some preliminary works and data analysis as part of the Strategic Plan process.

As mentioned to Council during the 2004/2005 Budget process there is no legislative requirement to prepare a Strategic Plan, however many local governments have been through the exercise and have found it invaluable for their local communities to work collaboratively with Council and staff to help plan the future direction of the Shire.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **PracSys be appointed to facilitate the production of a Strategic Plan for the Shire of Cuballing at cost of \$6,000 (ex GST); and**
- **A special meeting of Council be convened on a date to be set to progress the Strategic Plan.**

COUNCIL ACTION

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

CARRIED 6/1

Cr Hawksley requested his name to be recorded as voting against the motion.

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7.2 **REPORTS – WORKS**

7.2.1 **WORKS SUPERVISORS REPORT**

POPANYINNING WEST ROAD

The widening of this road to a seven (7) metre seal width from the townsite boundary to Patulos Road is now complete. Upon receipt of roadside vegetation clearing approval from the Department of Environment it is planned to further clear the south side of the road to Pennys Road to work in with fencing program for Steve Lynham.

CONGELIN ROAD

Work has recommenced on this road to upgrade (reconstruct) the section of road bypassed last year and to lay a second seal the whole section of road from both last and this years programs.

REFUSE SITES

Wind blown litter has been picked out of the bush surrounding both refuse sites. Extensive work has been done to comply with the new regulations of tip management. Part of these requirements it that all rubbish is buried on a weekly basis, that the refuse face is only 30 metres wide and the waste is separated.

PLANT AND EQUIPMENT

All items of plant and equipment are being serviced and maintained as required, and all plant is in good working order. Isuzu truck CN 272 required more warranty work with the starter motor shorting out internally, which has been an ongoing problem since October 2004.

PRIVATE WORKS

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

Private works invoices for the month of December 2004 and January 2005, totaling \$13,725.

Reporting Officer

Alex Richardson, Works Supervisor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Works Supervisors Report be received and information noted.

COUNCIL ACTION

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

CARRIED 7/0

7.2.2 **BUSH FIRE INCIDENT REPORT**

Cr McKenzie declared an interest and left the chambers at 2.45 pm.

Background

One Bush Fire Incident Report has been received in respect to a fire on the property of C R & A J L McKenzie on 14 December 2004.

Comment

According to the Fire Incident Report the fire was started by a header and extinguished and then later reignited. In the meantime Mr McKenzie left the property to take his father to Narrogin and was not in attendance when the fire reignited. The Fire Control Officer whom completed the Report has commented that the property owner should have shown more responsibility and not have left the property so soon after a fire.

Previously when incidents have occurred where a property owner/occupier starts a fire by operation of machinery or equipment during harvest ban or extreme fire weather days Council correspondence has been forwarded advising that Council views the incident seriously and should a similar incident occur in the future then actions may be instigated under the provisions of the Bush Fires Act. Whilst this particular incident didn't occur on a harvest ban day, the weather was very warm with a high fire danger and perhaps Mr McKenzie should have shown greater awareness and not left the property. It is therefore recommended that a letter be forwarded to Mr McKenzie bringing the matter to his attention and requesting that in the future, should a similar incident occur, he be more responsible and not leave the property until weather conditions improve and there is no further possibility of the fire reigniting.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **The Bush Fire Incident Report be noted and a letter be forwarded to C R & A J L McKenzie reiterating the above comments; and**
- **Copy of the Incident Report be forwarded to the Fire and Emergency Services Authority.**

COUNCIL ACTION

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

CARRIED 7/0

Cr McKenzie re-entered the chambers at 2.50 pm.

7.2.3 **ADDITIONAL \$23.4M ROAD FUNDING - \$2M CUT FROM WHEATBELT**

Background

Proposed action by 42 of the 44 Councils in the Wheatbelt Region in protest of the Minister for Transport's decision to cut funds to the Wheatbelt North and Wheatbelt South Regional Road Group areas.

Comment

On 19 November 2004 at the WALGA Roads Forum, the Minister for Transport, Hon Alannah MacTiernan, announced additional funds of \$23.4m to Local Government, redressing the shortfall in funding for local roads grants in the 2003/2004 and 2004/2005 financial years. Grant funds to be placed in bank accounts the next day and to be acquitted by 30 June 2005. Matching funds from local government to be acquitted by 31 December 2005.

On 2 December 2004 the Minister for Agriculture, Hon Kim Chance, stated that Cabinet has approved the Minister for Transport's decision and amount of \$1.929m has been allocated to the Wheatbelt South Regional Road Group.

Following the above two announcements the Wheatbelt South Regional Road Group Technical Committee met on 20 December 2004 to allocate the funding to the 15 Councils within this region for approval by the Main Roads WA (MRWA) State Advisory Committee and the Regional Road Group.

Subsequent to the above on 5 January 2005, advice was received from MRWA that the Minister for Transport has reduced the allocated funding for the Wheatbelt North and Wheatbelt South Regions by amount of \$2m on a pro-rata basis and reallocated to Plantation Timber Roads in both the Great Southern and South West Regions. This will reduce the amount allocated to Wheatbelt South from \$1.929m to \$1.168m (38%). In response to this advice, the Wheatbelt South Technical Committee has forwarded an email to MRWA questioning the Ministers latest announcement and requesting answers to the following:

- Why was Wheatbelt North and Wheatbelt South singled out?
- Why did it take so long to convey the decision to the Wheatbelt South RRG?
- Why was the funding of timber roads not announced by the Minister on 19 November 2004?
- Why has work been requested on the 2005/2006 prioritised projects when baseline funding is still under review?

No response has been received to date.

It is proposed to place a full page advertisement in the West Australian Newspaper on Saturday 12 February 2005, questioning the Premier on the reduced funding to the Wheatbelt Regions and requesting an explanation on the processes and methodology used. 42 of the 44 Councils in the Wheatbelt Region have endorsed the action. The Chief Executive Officer was contacted whilst on annual leave and following consultation with the Shire President agreed to contribute to the advertisement, approximate to cost to each Council \$350.

A special Regional Road Group Meeting is to be held on Monday 14 December 2005, to discuss this matter and endorse the allocation of the additional funds, and further information may be available to Council following that meeting.

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Below is a table indicating the recommended allocation of funds by the Technical Committee to the Regional Road Group for endorsement.

Council	Funds Approved 21 December 04 \$	Reduction \$	New Grant \$
Beverley	123,820	-48,091	75,729
Brookton	89,000	-34,567	54,433
Bruce Rock	119,000	-46,219	72,781
Corrigin	109,000	-42,335	66,665
Cuballing	59,000	-22,915	36,085
Dumbleyung	119,184	-46,290	72,894
Kondinin	139,700	-54,259	85,441
Kulin	104,000	-40,393	63,607
Lake Grace	119,000	-46,219	72,781
Narembeen	124,000	-48,161	75,839
Narrogin Shire	88,800	-34,489	54,311
Narrogin Town	45,567	-17,698	27,869
Pingelly	123,000	-47,772	75,228
Quairading	109,000	-42,335	66,665
Wagin	84,000	-32,625	51,375
Wandering	119,000	-46,219	72,781
West Arthur	59,000	-22,915	36,085
Wickepin	86,000	-33,402	52,598
Williams	89,400	-34,722	54,678
	1,909,471	-741,627	1,167,845

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- Council endorses the actions of the Shire President and Chief Executive Officer in agreeing to contribute to a full page advertisement in the West Australian Newspaper, at approximate cost of \$350; and
- The information be noted.

COUNCIL ACTION

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

CARRIED 7/0

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7.2.4 **NARROGIN AND DISTRICTS CYCLE CLUB INC – PERMISSION TO CONDUCT ROAD RACES ON ROADS WITHIN THE SHIRE OF CUBALLING**

Background

Correspondence from the Cycle Club requesting Council permission for them to conduct their annual road races on various roads within the Shire of Cuballing during 2005.

Comment

Details of the road races are as follows:

- 14 May, 9 July & 27 August 2005, Popanyinning Race. Commence at the Popanyinning General Store and race to Pingelly via the Great Southern Highway.
- 25 June & 13 August 2005, Cuballing Criterion. Circuit around Cuballing utilising Alton, Campbell, Austral & Darcy Streets.
- 2 July & 20 August 2005, Narrogin-Cuballing-Popanyinning Race. From Narrogin to Popanyinning via the Great Southern Highway.
- 23 July 2005, Narrakine Circuit. Utilising Wandering-Narrogin Road, Great Southern Highway, Darcy Street & Springhill Road.
- 21 May, 16 July, 3 September & 10 September 2005, Pumphrey's Bridge. Wandering-Narrogin Road.

The Cycle Club has been conducting races on roads within the Shire of Cuballing for at least the past five years without any problems. It is good that the club considers racing on different roads and routes, which no doubt gives the riders a bit of variance. In addition to this it is good promotion for the region and would provide some assistance for local businesses.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the application submitted by the Narrogin and Districts Cycle Club Inc for permission to conduct road races on various roads within the Shire of Cuballing, as indicated above, be supported.

COUNCIL ACTION

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

CARRIED 7/0

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7.3 REPORTS – BUILDING

7.3.1 BUILDING SURVEYORS REPORT

Summary:

There were nine (9) building applications approved and licenses issued for the months of December 2004 and January 2005.

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

Approval Date	Licence No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
2 Dec 04	20/04-05	W Parker 42 Carton Street, Cuballing	OB	Barn Type House, Shed & Garage	42 Carton Street, Cuballing
2 Dec 04	21/04-05	P Southey Lot 102 Victoria Road, Popanyinning	OB	Shed Relocated From Lot 101 Victoria Road	Lot 102 Victoria Road, Popanyinning
9 Dec 04	22/04-05	Bird's Silos 21 Francis Street, Popanyinning	OB	Shed	21 Francis Street, Popanyinning
9 Dec 04	23/04-05	K Heffernan 6 Stylis Place, Beechboro	OB	Shed	Lot 2274 Bunmulling Road, Cuballing
16 Dec 04	24/04-05	G & J Dean 54 Cuballing Street, Cuballing	RB	House	Lot 336 Cuballing Street, Cuballing
16 Dec 04	25/04-05	Shire of Cuballing CEO House Lot 136 Brundell Street, Cuballing	Builder under \$10,000.00 (does not require RB)	Patio	Lot 136 Brundell Street, Cuballing
January 05	26/04-05	S Edwards 1 Lord Street, Popanyinning	OB	Garage	I Lord Street, Popanyinning
27 Jan 05	27/04-05	A Kitton Lot 134 Brundell Street, Cuballing	OB	Shed	Lot 134 Lord Street, Popanyinning
27 Jan 05	28/04-05	K Cooper 12 Engler Street, Booragoon	OB	House	47 Howard Street, Popanyinning

Reporting Officer

Allan Ramsay, Building Surveyor

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CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Building Surveyors Report be received and information noted.

COUNCIL ACTION

Moved Cr Bradford, seconded Cr Brown 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 during the months of December 2004 and January 2005.

On – Site Effluent Disposal

Three approvals to construct an on – site effluent disposal system were issued during December 2004 and January 2005 as follows:

Approval Date	Name and address
2 December 2004	W Parker 42 Carton Street, Cuballing
2 December 2004	Breytenback 16 GT Southern Hwy, Cuballing
27 January 2005	K Cooper 47 Howard Street, Popanyinning

Food Premises

The quarterly statutory food premises inspections were carried out at the Cuballing Tavern, Cuballing Roadhouse and the Popanyinning General Store. Apart from some minor matters all premises were found to be satisfactory.

Waste Disposal Sites

A recent unannounced inspection of the Cuballing Waste Disposal Site was undertaken by an officer from the Department of Environment (DoE).

The inspection resulted in a letter drawing attention to wind blown litter and the size of the tipping face exceeding licensing requirements. The letter also mentioned fencing requirements and the site being unattended.

Two of the main factors resulting in the site not complying is the fact that it is unsupervised and open to the public 24 hours per day seven days per week. Apart from some residents utilizing the

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recycling bins, the majority of material is being mixed in one big long pile making it impossible to salvage any recyclables such as metal, cardboard etc. and making the site hard to manage. This also applies to the Popanyinning Waste Disposal Site, which the officer from the DoE did not visit.

During the last two weeks Council's Works Department has been busy cleaning both waste disposal sites and setting up various dumping areas to encourage residents to dump their unwanted material in the specific areas. Further to this, a newsletter has been sent to all residents to encourage them to utilize the various dumping areas or face the fact that other more costly methods of control will need to be applied.

Reporting Officer

Allan Ramsay, Environmental Health Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Environmental Health Officers Report be received and information noted.

COUNCIL ACTION

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

CARRIED 7/0

7.4.2 KERBSIDE FUEL DISPENSER – POPANYINNING GENERAL STORE

Background

The Department of Industry and Resources have advised the proprietor of the Popanyinning General Store that to assist them in keeping their kerb side fuel dispenser operating a Risk Management Assessment has to be carried out by either a Council Environmental Health Officer or a Building Surveyor.

Comment

The report has been prepared by Council's Environmental Health Officer/Building Surveyor in consultation with the proprietor of the Popanyinning General Store. It is believed that the report will be assessed by the Department of Industry and Resources and taken into consideration when they make their decision as to whether to either allow the fuel dispenser to continue operating or to close it.

The report is as follows:

“RISK ASSESSMENT OF KERB SIDE FUEL DISPENSER”

***Popanyinning General Store
120 Francis Street (Great Southern Highway)
POPANYINNING***

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*Prepared by: Mr. Allan Ramsay Diploma of Environmental Health (MAIEH) & Registered Builder
(HIA Member)*

Date: 8 February 2005

Introduction

This report will assess the risk from the delivery of fuel from a kerb side Dispenser at the above address. The author is currently employed by the Shire of Cuballing one day per week and has had 20 years experience working in both State Government and Local Government in the capacity of an Environmental Health Officer

Summary

A careful review of the history, population, location, and preparation of the location of this installation results in an assessment that this kerb side petrol dispenser does not constitute a significant risk to the surrounding community.

Assessment

Location

The Dispenser consists of a single unit with one pump nozzle dispensing unleaded fuel, and is located on the footway some 500mm from the street kerb in front of the owner's shop which faces the Great Southern Highway, in Popanyinning.

Location photos are attached.

Popanyinning is located some 32 km north of Narrogin and 17 km south of Pingelly on the Great Southern Highway. Cuballing, the main centre of the Shire (See Plan 2), is situated 22 km south of Popanyinning, also on the Great Southern Highway.

The pump is situated on the boundary between 2 blocks, both owned by the shop owner. One of the blocks is vacant land. The shop owner resides at the rear half of the shop building situated on Lot 8. The next closest resident lives some 40 metres away from the petrol pump.

History

This premise has been in operation since 1908. It is not known how long the dispenser has been in its current location but it is believed to be in excess of 50 years. In this time, no recorded significant incidents involving its use are known of.

Population

The town has a permanent population of approximately 100, which is slowly increasing as persons purchase rural lifestyle blocks to seek refuge from the metropolitan area.

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Vehicle Movements/Safety

Approximately 670 vehicles pass the petrol pump daily on the Great Southern Highway, Popanyinning. However, there is a 3000mm wide parking lane between it and any significant vehicular traffic. The average number of vehicles using the parking lane to this location is 10 per day with peaks of up to 20 a day. This premise rarely attracts passing traffic as it mainly caters for local trade.

There is an ablution block and a rest area on the opposite side of Great Southern Highway that is used by passing traffic.

Risk Assessment Planning/M management

The dispensing of fuel from this fuel tank is strictly by staff only. This means all filling is carried out by trained personnel to minimize risk. While not in use the pump is off with a disabling switch inside the shop to be used only by authorized persons. It is understood that the fuel storage tanks are located underground on the owner's land to the west side of the shop.

In terms of planning for potential incidents and the subsequent managing of any incidents that may occur, the owners of the premises appear to have a clear understanding of what is required.

An emergency management plan has been prepared and is reviewed every two years. It covers not only incidents with petrol spills but also the chemicals and other hazardous goods stored on site such as LPG. This plan contains the following:

- 1. A dangerous goods/chemicals manifest*
- 2. Evacuation of the building*
- 3. A list of emergency personnel to contact in case of an incident*
- 4. A plan to notify and evacuate surrounding residences in an emergency*
- 5. An action plan to deal with incidents while waiting for help or to prevent additional help being needed*
- 7. Location of sand and kitty litter*
- 8. Fire extinguisher – 1/2kilogram Chubb dry chemical and 2/9 kilograms dry chemical checked by Wormwald and located in the office adjacent to the pump*
- 9. First Aid Kit located in the office*
- 10. No smoking signs in the building and at the pump*
- 11. Turn off mobile phones sign at the pump*

A copy of the material from this plan is attached.

Access to Outside Intervention

Popanyinning has access to Hazmat trained volunteer Fire and Rescue units based in Narrogin and Pingelly which are accessible on a 24 hour basis with a turnout time of approximately 30mins from Narrogin and 20mins from Pingelly. Narrogin and Pingelly have police, hospital, and ambulance services. The Shire has equipment to help if required and the Popanyinning Bush Fire Brigade is equipped with a fast attack bush fire unit.

Conclusion

Given the history of this installation it is considered a low risk hazard, and while every eventuality and the unforeseen cannot be planned for or prevented, overall the total risk is not seen as greatly significant.

The 670 Traffic using the Great Southern Highway may seem to heighten the risk, however, there is a three metre parking lane to the side of the highway adjacent to where the petrol pump is located and the speed limit through the town is 70kmh. Furthermore, the majority of any passing traffic that does stop uses the ablution block and rest is opposite the petrol pump.

Disclaimer

This report was prepared as a request by the operator of the petrol pump to the Shire of Cuballing. As a consequence, the author has prepared this report to the best of his knowledge and experience as an Environmental Health Officer and will not accept any responsibility or liability in the event of any unforeseen circumstances.”

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- the Environmental Health Officer/Building Surveyor’s Report be received and supported; and
- the Environmental Health Officer/Building Surveyor’s Report be sent to the Department of Industry and Resources for their consideration.

COUNCIL ACTION

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

CARRIED 7/0

7.4.3 CORE CONSULTATIVE COMMITTEE ON WASTE – IDENTIFICATION OF HAZARDOUS WASTE SITES

Background

Article in the Narrogin Observer Newspaper on Wednesday 26 January 2005 reporting on the identification of Hazardous Waste Sites, and specifically mentioning sites within Cuballing and other Wheatbelt Shires that have been listed.

Comment

In the newspaper article there were four sites nominated within the Shire of Cuballing, these being:

Reserve	Responsible Agency	Land Use	Road
19794	Crown	Mallet Timber	G S Hwy
27141	Crown	Conservation Timber	Wand-Nro
2556	Cuballing Shire	Gravel	Stratherne

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The Core Consultative Committee on Waste (CCCoW) has been identifying various sites throughout the State for possible future establishment of hazardous/industrial waste treatment precincts. This has been done by the use of a Geographical Information System (GIS) and also with nomination of certain privately owned sites by parties other than State Government. In total 958 sites have been nominated.

Obviously many of the sites nominated will have heritage and other significant value and will not be suitable for the intended purpose and this will be recognised as the process continues. Representative of the CCCoW has informed the Chief Executive Officer that this process will include public consultation and that they expect to reduce the number of sites down to 8-10 and place them on public exhibition in April 2005 for a three (3) month period. It is anticipated that two sites will be in each the Pilbara and Goldfields and 4-6 sites in the South West land division.

There is not a lot that Council or the community can do about this matter at the moment and it does appear that the likelihood of one of the four nominated sites within the Shire of Cuballing being chosen as a final site is quite remote.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the information be noted.

COUNCIL ACTION

Resolved that the information be noted.

7.5 REPORTS – TOWN PLANNING

7.5.1 WESTERN AUSTRALIAN PLANNING COMMISSION – SHIRE OF CUBALLING TOWN PLANNING SCHEME NO 2

Background

Correspondence from the Western Australian Planning Commission (WAPC) in relation to the Shire of Cuballing Town Planning Scheme No 2.

Comment

The Minister for Planning and Infrastructure has acknowledged modifications to the draft Town Planning Scheme (TPS) as identified by Council and the Town Planning Consultant, Trevor Moran. The Minister states that the modifications are not substantial enough to require the Scheme to be readvertised once the modifications have been effected, however she is not prepared to approve the Scheme until such time that the modifications are included. This will then require three sets of the modified Scheme to be prepared and executed and forwarded to the WAPC for the Ministers endorsement and final approval.

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Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- Council endorses the modifications required to draft Town Planning Scheme No 2; and
- Council authorises the Town Planning consultant to effect the modifications to the Scheme text and prepare three sets of the modified Scheme for submission to the WAPC for endorsement and final approval.

COUNCIL ACTION

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

CARRIED 7/0

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 3.45 pm.

CONFIRMED AS A TRUE RECORD OF PROCEEDINGS ON _____

PRESIDENT

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