



SHIRE OF CUBALLING

**ORDINARY COUNCIL MEETING
HELD ON THURSDAY 18 AUGUST 2005**

MINUTES

CHIEF PRESIDENT

DATE

SHIRE OF CUBALLING

ORDINARY COUNCIL MEETING
THURSDAY 18 AUGUST 2005

MINUTES

TABLE OF CONTENTS

1. **OPENING - ANNOUNCEMENT OF VISITORS**
2. **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**
3. **PUBLIC QUESTION TIME**
4. **APPLICATIONS FOR LEAVE OF ABSENCE**
5. **MINUTES**
 - 5.1 Confirmation of 21 July 2005 Meeting of Council (as circulated)
6. **PETITIONS, DEPUTATIONS, PRESENTATIONS**
7. **REPORTS OF OFFICERS**
 - 7.1 **FINANCE AND ADMINISTRATION** (Beige)
 - 7.2 **WORKS** (Blue)
 - 7.3 **BUILDING** (Green)
 - 7.4 **HEALTH** (Pink)
 - 7.5 **TOWN PLANNING** (Yellow)
8. **ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
9. **OTHER URGENT BUSINESS**
10. **CLOSURE OF MEETING**

Ordinary Council Meeting Minutes 18 August 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
18 AUGUST 2005

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

President welcomed Councillors, declared meeting open 3.05 pm.

2. RECORD OF ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

ATTENDANCE

Shire President Cr I L Watts

Cr D S Bradford

Cr C R Hawksley

Cr R J D Newman

Chief Executive Officer P T Naylor

Deputy President Cr T H Wittwer

Cr J D Brown

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 21 JULY 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 21 July 2005 be confirmed.

COUNCIL ACTION

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

CARRIED 7/0

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

7.1 REPORTS – FINANCE AND ADMINISTRATION

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

| V | NAME | PARTICULARS | MUNI | TRUST |
|--------------|------------------------------|---|----------|-------|
| 10294 | BELINDA WILCOX | Council Shopping | 106.75 | |
| 10295 | ATO | BAS June 2005 | 3554.00 | |
| 10296 | I L WATTS | S.C.M 01/06/05 – Travel Allowance | 346.06 | |
| 10297 | KALAMAZOO | Minutes Book | 168.00 | |
| 10298 | SHIRE OF GINGIN GOLF DAY | LGIS Golf Day | 240.00 | |
| 10299 | PETTY CASH | Petty Cash Recoup 26/07/05 | 276.75 | |
| 10300 | SHIRE OF CORRIGIN | WALGA CCZ Golf Day | 75.00 | |
| 10301 | P & F KULKER | Shire Housing Maintenance | 226.37 | |
| 10302 | AUSTRALIAN SERVICES UNION | ASU Deductions July 2005 | 33.00 | |
| 10303 | SHIRE OF CUBALLING | Social Club Deductions July 2005 | 130.00 | |
| 10304 | WA LOCAL GOVT SUPER PLAN | Super Contributions July 2005 | 4711.79 | |
| 10305 | BUILDERS REGO BOARD OF WA | Builders Rego Fees June/July 2005 | 118.00 | |
| 10308 | MUNI PROPERTY SCHEME | Insurance Renewals 2005/06 | 3364.63 | |
| 10309 | MUNI WORKCARE SCHEME | Insurance Renewals 2005/06 | 11433.50 | |
| 10310 | MUNI LIABILITY SCHEME | Insurance Renewals 2005/06 | 9500.97 | |
| 10314 | BREMER BAY EARTHMOVING | Roadside Mulching Wandering/NGN | 14058.00 | |
| 10315 | TELSTRA | Mobile Phone A/C | 43.71 | |
| 10316 | WESTERN POWER | Power A/C | 263.65 | |
| 10317 | MUNI INSURANCE BROKING | Insurance Renewals 2005/06 | 33632.71 | |
| 11039 | ARGUS PEST CONTROL | Shire Housing Maintenance | 341.00 | |
| 11040 | BEAUREPAIRES | Tyres & Batteries | 282.35 | |
| 11041 | CEMETERIES & CREMATORIA | Subscriptions | 100.00 | |
| 11042 | COURIER AUSTRALIA | Freight | 35.21 | |
| 11043 | DE NEEFE SIGNS | Council Magnets | 412.50 | |
| 11044 | E & MJ ROSHER | Depot Materials | 176.60 | |
| 11045 | GREAT SOUTHERN FUELS | Fuels & Oils | 1443.96 | |
| 11046 | HANCOCKS HOME HARDWARE | Depot & Mulching Materials | 842.70 | |
| 11047 | INTEGRATED RECORDS & INFO | Staff Training – Records Management | 165.00 | |
| 11048 | JUDITH MCDUGALL | Plans – New Changerooms | 1650.00 | |
| 11049 | LGSA OF WA | Conference – Works Supervisor | 550.00 | |
| 11050 | LOCAL GOVT MANAGERS AUST | Subscriptions | 55.00 | |
| 11051 | MAKIT NGN HARDWARE | Depot & Signs Materials | 32.10 | |
| 11052 | MCDUGALL WELDMENTS | Grading Maintenance Materials | 1034.75 | |
| 11053 | MUNI LIABILITY SCHEME | Chq Cancelled – refer to chq 10310 | | |
| 11054 | NGN COMPUTERS | Computer Software | 589.00 | |
| 11055 | REINFORCED CONCRETE PIPES | Materials – Pipes | 2979.04 | |
| 11056 | SHIRE OF WICKEPIN | Recycling Costs July 2005 | 264.00 | |
| 11057 | SOS OFFICE EQUIPMENT | Photocopier Charges July 2005 | 84.00 | |
| 11058 | SUNNY SIGN COMPANY | Signs – Fire Prevention | 789.25 | |
| 11059 | TIMEBASE | Subscriptions | 176.00 | |
| 11060 | VALUER GENERAL OFFICE | Valuations | 100.50 | |
| 11061 | WA LOCAL GOVT ASSOC. | Membership & Services Subscriptions | 10146.40 | |
| 11062 | CHEQUE CANCELLED | Misprint | | |

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

| | | | | |
|--------------|--------------------------------|----------------------------------|-------------------|---------------|
| 11063 | CHEQUE CANCELLED | Misprint | | |
| T1932 | CASH | Social Club Lotto | | 100.00 |
| T1933 | BCITF | BCITF June/July 2005 | | 218.70 |
| | ELECT TSFR TRANSACTIONS | | | |
| 200705 | TERRENCE ROBINSON | Wages for services on 16/07/05 | 290.45 | |
| 260705 | SALARIES & WAGES | Salaries & Wages 130705 – 260705 | 17565.29 | |
| 090805 | SALARIES & WAGES | Salaries & Wages 270705 – 090805 | 16194.35 | |
| | | TOTALS \$ | 138,582.34 | 318.70 |

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That payment of Accounts Vouchers 10294 - 10305, 10308 - 10310, 10314 - 10317, 11039 - 11063, T1932 - T1933, and Electric Transfer/s 200705 - 090805 totalling \$138,901.04, as presented, be endorsed.

COUNCIL ACTION

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

CARRIED 7/0

7.1.2 SHIRE OF CUBALLING STATEMENT OF FINANCIAL ACTIVITY AS AT 31 JULY 2005

Background

Recent amendments to section 34 of the Local Government (Financial Management) Regulations 1996, effective from 1 July 2005, have changed the monthly financial reporting requirements for local governments.

Comment

Section 34, as amended, now reads as follows:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraph (b) and (c);*
and
- (e) the net current assets at the end of the month to which the statement relates.*

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

- (2) *Each statement of financial activity is to be accompanied by documents containing –*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown –*
- (a) *according to nature and type classification;*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –*
- (a) *presented to the council –*
 - (i) *at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
 - (ii) *if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.*

(6) *In this regulation –*

“committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;

“restricted assets” has the same meaning as in AAS27.

A statement of financial activity has been prepared in accordance with the new requirements and accompanies the Council meeting agenda. The variances figures, by dollar or percentage, have not been included in this report because it is considered immaterial at this early part of the new financial year.

In relation to subregulation (5), the Chief Executive Officer has discussed the setting of a percentage or value for the reporting of material variances with the Department of Local Government and Regional Development and Councils Auditors. They have recommended that Council give consideration to adopting an amount of 5%, with a minimum value of \$250, for the future reporting of material variances.

It is interesting to note that when the Local Government 1995 was first introduced the intention was for individual Councils to have greater autonomy both in administration and financial compliance. The Act itself provided the autonomy, however then various regulations were introduced and they have basically stripped away any autonomy for Councils to require financial, or other reporting

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

functions, to be in the manner in which they desired. Now this has been further eroded by the latest legislative amendments. It is disappointing that problems that may have resulted from poor decision making by a minority of Councils appears to have resulted in this “knee jerk” reaction from the Minister and the Department.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- The Statement of Financial Activity for the Shire of Cuballing for period ending 31 July 2005 be adopted by Council; and
- Amount of 5%, with a minimum dollar value of \$250, be adopted by Council for the purpose of reporting material variances on the monthly statement of financial activity.

COUNCIL ACTION

Moved Cr Newman, seconded Cr Wittwer that:

- **The Statement of Financial Activity for the Shire of Cuballing for period ending 31 July 2005 be adopted by Council; and**
- **Amount of 10%, with a minimum dollar value of \$250, be adopted by Council for the purpose of reporting material variances on the monthly statement of financial activity.**

CARRIED 7/0

Council's decision was based on the information contained within Australian Accounting Standard No. 5, Materiality, paragraph 4.1.6 (a).

7.1.3 **SHIRE OF CUBALLING BUDGET 2005/2006 FINANCIAL YEAR**

Background

The Shire of Cuballing Budget for the 2005/2006 Financial Year has been prepared in the required Australian Accounting Standard format (in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996), and is presented to Council for adoption. A copy of the Budget has been circulated with the Council meeting agenda.

Comment

The various amendments have been made to the Budget in accordance with discussions from the June 2005 and July 2005 Council meetings and the document has been prepared based on a 2.4% rate increase as per Council direction. The proposal to levy differential rates has been duly advertised in the Narrogin Observer, without any submissions being received, and the Minister for Local Government and Regional Development approval has been sought and granted for the levying of differential rates.

SHIRE PRESIDENT

DATE

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

Shire of Cuballing Budget 2005/2006

The Shire of Cuballing Budget, as presented and showing rates to be levied of \$554,610.00, to be applied for the 2005/2006 Financial Year.

Levying of Rates

That the following Rates be adopted:

| | General Rate in \$ | Minimum per Property |
|--------------------------------------|-----------------------------------|-------------------------------------|
| • Unimproved Value | 1.1509c | \$265 |
| • GRV Cuballing Rural Townsite | 7.9580c | \$350 |
| • GRV Cuballing Rural Residential | 7.9580c | \$350 |
| • GRV Cuballing Vacant Land | 7.9570c | \$335 |
| • GRV Popanyinning Rural Townsite | 8.4770c | \$335 |
| • GRV Popanyinning Rural Residential | 7.9575c | \$335 |
| • GRV Popanyinning Vacant Land | 7.9570c | \$335 |
| • Mining Tenement | 1.1509c | \$265 |

Rates Penalty

A penalty of 11% to be applied where the ratepayer has not selected the instalment option and payment has not been received within three (3) calendar months of the rate notice being issued or where an instalment remains unpaid, if the instalment method has been chosen.

Adoption of Discount of 8% for Early Payment of Rates

That an 8% discount be offered for early payment of rates, providing all rate arrears, Fire and Emergency Services Levy and all current rates levied, are paid within 35 days from the issue of the rate notice.

Miscellaneous Fees and Charges

That the following items be adopted:

1. Shire President's Annual Allowance and Council Meeting Attendance Fee

The Shire President's Annual Allowance for 2005/2006 be \$4,000.00

Attendance at Council meetings \$280.00 per meeting

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

2. Councillor's Meeting Attendance Fee

Attendance at Council meetings \$140.00 per Councillor per meeting

3. Rates Payment Incentive Prize

Two Rate Payment Incentive Prizes be offered:

Donated by City Waters, Perth: an overnight accommodation package for two people staying at City Waters, Perth.

Donated by Sorrento Beach Resort, Sorrento: An overnight accommodation package staying in a hotel studio room at the Sorrento Beach Resort, Sorrento.

The two prizes to be offered to the first GRV and UV properties drawn from those who pay their total rate account within 35 days of issue of the rate notice.

4. Rates by Instalment

Council offers a one and four instalment option with the first payment being required within 35 days of issue of the rate notice.

5. Administration Fee

An administration fee of \$10.00 per instalment, after the initial payment, being that required within 35 days.

6. Interest Charge

An interest charge of 5.5% to be levied on rates to be paid by instalments, after the first payment is made.

COUNCIL ACTION

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

CARRIED 7/0

7.1.4 **POPANYINNING PROGRESS ASSOCIATION – LEASE OF FORMER POPANYINNING SCHOOL BUILDING**

Background

In August 2004 Council agreed for the Chief Executive Officer to enter into discussions with the Popanyinning Progress Association for their lease of the former Popanyinning School, and for the lease agreement between Shire of Cuballing and Cuballing Country Womens' Association (CWA) to be used as a basis for the proposed lease agreement.

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

Comment

A draft lease agreement, based on the lease agreement in place between the Shire and Cuballing CWA, for a period of twenty years commencing on 1 July 2004, was prepared and forwarded to the Popanyinning Progress Association. The Association has now agreed to the conditions of the draft document and the President and Secretary, on behalf of the Association, have duly signed it.

Therefore it is now proposed that the document be executed on behalf of the Shire of Cuballing to formalise and finalise the matter.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The draft Lease Agreement for lease of the former Popanyinning School Building between the Shire of Cuballing and the Popanyinning Progress Association for period of twenty years commencing on 1 July 2004, be duly executed on behalf of the Shire of Cuballing by the Shire President and Chief Executive Officer.

COUNCIL ACTION

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

CARRIED 7/0

7.1.5 **SCHEDULE OF FEES AND CHARGES**

Background

It is a requirement that Council on an annual basis undertakes a review of the various Fees and Charges adopted for the provision of goods and services throughout the Shire.

Comment

A draft Schedule of Fees and Charges for the 2005/2006 Financial Year has been circulated with the Council meeting agenda, as part of the 2005/2006 Budget document. The Schedule encompasses all fees and charges relevant to Council operations and functions. Some of the fees, including Dog Registration, Building, Health, Town Planning and Freedom of Information, are statutory and not subject to Council discretion, however Council has the ability to apply other charges as deemed appropriate.

Some minor changes have been made to the private works and plant hire charges to truly reflect Council costs for provision of these services, however minimal changes have been made elsewhere within the document. Generally the fees and charges previously adopted by Council appear to be quite adequate and enable Council to operate its various functions on a cost recovery basis without undue or exorbitant costs being transferred to the service/facility users.

SHIRE PRESIDENT

DATE

Ordinary Council Meeting Minutes 18 August 2005

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

The Schedule of Fees and Charges as presented to the Council meeting be adopted for the Shire of Cuballing for the 2005/2006 Financial Year.

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

CUBALLING WEST ROAD

Preparations are under way to commence works on this road as part of the 2005/2006 Road Construction program. Design drawings are being finalised for the Black Spot corner adjacent to Websters, and culvert pipe extensions are being done as the weather and ground conditions permit.

POPANYINING WEST ROAD

Culvert pipe extensions are being done as weather and ground conditions permit in readiness for works in accordance with the 2005/2006 program.

ROADSIDE SPRAYING

The roadside spraying program has commenced. Concentrating on the main arterial routes at this time.

PARKS AND GARDENS

The Reserve area behind the Youth and Community Park was planted with trees by the Townscape Committee and students from Narrogin Senior High School on Friday 22 July 2005.

MAINTENANCE GRADING

Most of the western side of the Shire has been completed.

RURAL ROAD NUMBERING

The next phase is being started and expected to be completed at the end of September 2005.

PLANT AND EQUIPMENT

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

PRIVATE WORKS

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

SHIRE PRESIDENT

DATE

Reporting Officer

Alex Richardson, Works Supervisor

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Works Supervisors Report be received and information noted.

COUNCIL ACTION

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

CARRIED 7/0

7.2.2 APPLICATION FOR TEMPORARY CLOSURE OF ALTON STREET, CUBALLING

Background

The Cuballing Tavern is organising a “Ute Muster” to be held in Cuballing on Saturday 29 October 2005 and is requesting Council consideration to the temporary closure of Alton Street between the hours of 8.00 am and 5.00 pm.

Comment

Section 3.50(1) of the Local Government Act 1995 allows for a local government to close any thoroughfare that it manages to the passage, wholly or partially, for a period not exceeding 4 weeks, without haven’t to enter into a stringent advertising and consultation process with neighbouring property owners/occupiers.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **Council approves the temporary closure of Alton Street, Cuballing, on Saturday 29 October 2005, between the hours of 8.00am and 5.00pm, for the Cuballing Ute Muster; and**
- **The temporary closure of Alton Street be advertised in the Narrogin Observer on Wednesday 26 October 2005.**

COUNCIL ACTION

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

CARRIED 7/0

7.2.3 **SHIRE OF NORTHAM – WHEATBELT NORTH REGIONAL ROAD GROUP**

Background

Correspondence from the Chairman of the Wheatbelt North Regional Road Group requesting Council consideration to contributing towards the cost of commissioning a consultant to prepare a submission to the State Government on the road funding that is required to preserve the road asset within the Wheatbelt North and Wheatbelt South regions.

Comment

As Council is aware the matter of State Government funding for local roads has been a contentious issue for some time and really came to a head recently when the Minister scooped approximately \$2,000,000 from the Wheatbelt North and Wheatbelt South regions and reallocated to timber roads in the South West and Great Southern regions.

Whilst the Minister has agreed to a new State Government to Local Roads Funding Agreement based on 75% asset preservation and 25% population for the next two years, it is strongly suggested that at the expiration of the two year period the ratio will be changed to 70% asset preservation and 30% population. This change in ratio will further erode the funding being provided to the local governments in the two Wheatbelt regions and could have far greater financial impact than the \$3,000 being requested.

It is estimated that the cost of a submission could be in the vicinity of \$130,000 to \$150,000 and each Council are being asked to contribute \$3,000. Funds are also being sought from WALGA and Main Roads WA.

Reporting Officer

Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That:

- **Council supports the commissioning of a consultant to prepare a submission, on behalf of the Wheatbelt North and Wheatbelt South Regional Road Groups, to the State Government to ensure that local road funding is kept at a suitable level to enable the road infrastructure to be satisfactorily maintained; and**
- **Council agrees to contribute amount of up to \$3,000 to the submission.**

COUNCIL ACTION

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

CARRIED 6/1

7.3 **REPORTS – BUILDING**

7.3.1 **BUILDING SURVEYORS REPORT**

Summary

There were four (4) building applications approved and licenses issued for the month of July 2005.

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

| Approval Date | Name & Address of Owner | Registered Builder (RB) or Owner Builder (OB) | Structure | Situation of Building Lot or Street No & Town |
|---------------|--|---|-----------|---|
| 12 July 05 | Birds Silos & Shelters Lot 21 Francis St Popanyinning | RB P & F Kulker | Shed | Lot 21 Francis St Popanyinning |
| 15 July 05 | B Ayles Lot 24 Austral St Cuballing | RB Oak Point | Carport | Lot 24 Austral St Cuballing |
| 25 July 05 | B & J Gray Lot 131 Bunmulling Rd Popanyinning | RB ICG Commercial | Shed | Lot 131 Bunmulling Rd Popanyinning |
| 29 July 05 | J Laver Lot 308 Clifford St Cuballing | OB | Shed | Lot 308 Clifford St Cuballing |

Illegal Structure, Lot 119 Popanyinning East Road, Popanyinning

Following two previous letters to the owner of Lot 119 advising of the illegal nature of the structure on the property, a further letter has now been forwarded to Ms Mabbott requesting that the illegal structure be removed by 18 August 2005. The letter informs the owner that should the structure not be removed by this date, Council will have no option but to instigate its powers in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and have a formal notice issued for the structures removal.

Environmental Health Officer/Building Surveyor

Councils Environmental Health Officer/ Building Survey, Allan Ramsay, has commenced five (5) weeks leave and will resume duties on 8 September 2005. Ms Michelle Stewart from the Brookton/Pingelly Health/Building Scheme has been appointed and gazetted as Councils Environmental Health Officer in Mr Ramsay's absence.

Prior to commencing leave, Mr Ramsay completed all building applications received and inspected all commercial properties for their compliance with the Health Act and Food Hygiene Regulations.

SHIRE PRESIDENT

DATE

Reporting Officer

Allan Ramsay, Building Surveyor
Peter Naylor, Chief Executive officer

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION

That the Building 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 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 July 2005.

Environmental Health Officer/Building Surveyor

Councils Environmental Health Officer/ Building Survey, Allan Ramsay, has commenced five (5) weeks leave and will resume duties on 8 September 2005. Ms Michelle Stewart from the Brookton/Pingelly Health/Building Scheme has been appointed and gazetted as Councils Environmental Health Officer in Mr Ramsay's absence.

Prior to commencing leave, Mr Ramsay completed all building applications received and inspected all commercial properties for their compliance with the Health Act and Food Hygiene Regulations.

Reporting Officer

Allan Ramsay, Environmental Health Officer
Peter Naylor, Chief Executive Officer

CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That the Environmental Health Report be received and information noted.

COUNCIL ACTION

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

CARRIED 7/0

Ordinary Council Meeting Minutes 18 August 2005

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

Nil

9 **OTHER URGENT BUSINESS**

Nil

10 **MEETING CLOSURE**

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

CONFIRMED AS A TRUE RECORD OF PROCEEDINGS ON _____

PRESIDENT

SHIRE PRESIDENT

DATE