

SHIRE OF CUBALLING

COUNCIL MEETING THURSDAY 17 March 2011

MINUTES

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2. **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

Cr. T Wittwer	President
Cr. R Newman	Deputy President
Cr. C Hawksley	
Cr. J Meharry	
Cr. C McDougall	
Cr. M Conley	
Cr. T Haslam	
Mrs Eva Haydon	Chief Executive Officer
Mr Noel Mustchin	Resident

3. **PUBLIC QUESTION TIME**

Mr Mustchin presented a potential subdivision proposal to Council

4. **STANDING ORDERS**

COUNCIL DECISION

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved: Cr Newman Seconded: Cr Hawksley 7/0

5. **LEAVE OF ABSENCE:** Nil

6. **MINUTES**

6.1 CONFIRMATION OF 10 FEBRUARY 2011 ORDINARY MEETING OF COUNCIL

COUNCIL DECISION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 10 February 2011 be confirmed.

Moved: Cr Newman Seconded: Cr McDougall 7/0

7. PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS

8. DISCLOSURES OF INTEREST

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

9.1 REPORTS – FINANCE AND ADMINISTRATION

9.1.1 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – FEBRUARY 2011

Submission to:	Ordinary Meeting of Council
Location/Address:	Not applicable
Reporting Officer:	Polly Harcourt, Administration Officer
Enabling Legislation:	Local Government (Financial Management) Regulations 1996
Council Policy:	Register Delegated Authority
Budget Implications:	Nil
File Reference:	CMR 7
Voting Requirements:	Simple Majority

Background

Council is supplied with a list of payments for consideration.

Comment

A copy of the list of payments made from each of Council's bank accounts is attached to this item.

COUNCIL DECISION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling **\$86777.58**:

Vouchers 13975 – 14019	\$26149.15
Electronic Fund Transfers	\$47893.66
Credit Card	\$2734.77

Approve for payment the list of Creditors paid from the Trust Fund, as detailed below, totalling **\$10,000.00**

Electronic Fund Transfers	\$10,000.00
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Moved: Cr Hawksley

Seconded: Cr Meharry

7/0

11:55 AM
10/03/11

Shire of Cuballing
Cheque Detail
February 2011

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	03/02/2011	CORPORATE EXPRESS	Stationary	-175.84
Bill Pmt -Cheque	Debit	03/02/2011	COURIER AUSTRALIA	Freight	-7.23
Bill Pmt -Cheque	Debit	03/02/2011	CUTTING EDGES	Parts 1CWP697	-670.55
Bill Pmt -Cheque	Debit	03/02/2011	D.C.W. Enterprises	Materials - Equestrian Centre	-1,609.14
Bill Pmt -Cheque	Debit	03/02/2011	Directions	Wages - Nicole Gould	-1,351.62
Bill Pmt -Cheque	Debit	03/02/2011	Fuji Xerox	Photocopier	-771.11
Bill Pmt -Cheque	Debit	03/02/2011	JP Promotions	Cuballing Shire Shirts	-768.70
Bill Pmt -Cheque	Debit	03/02/2011	JR & A HERSEY P/L	Materials - Bridges	-530.31
Bill Pmt -Cheque	Debit	03/02/2011	MAKIT NARROGIN HARDWARE	Materials	-124.10
Bill Pmt -Cheque	Debit	03/02/2011	Metaland Narrogin	Two Way catch	-39.82
Bill Pmt -Cheque	Debit	03/02/2011	Narrogin Districts Concrete Pumping	Paint Spraying Unit	-770.00
Bill Pmt -Cheque	Debit	03/02/2011	Sherv Electrics	Siren for Fire Shed - Popo	-886.83
Bill Pmt -Cheque	Debit	04/02/2011	TELSTRA	Telephone Usage January 2011	-259.49
Bill Pmt -Cheque	Debit	10/02/2011	Avon Waste	Bulk bin service & rent for January 2011	-508.74
Bill Pmt -Cheque	Debit	10/02/2011	BEAUREPAINES		-893.16
Bill Pmt -Cheque	Debit	10/02/2011	BIRD'S SILOS & SHELTERS	12 x 75mm tigerflex PCV Suction	-343.07
Bill Pmt -Cheque	Debit	10/02/2011	BURGESS RAWSON (WA) PTY LTD	Water usage 22/09/2010 to 28/01/2011 Memorial :	-146.69
Bill Pmt -Cheque	Debit	10/02/2011	COUNTRY PAINT SUPPLIES		-457.09
Bill Pmt -Cheque	Debit	10/02/2011	COURIER AUSTRALIA	Kewdale to Cuballing postage	-8.42
Bill Pmt -Cheque	Debit	10/02/2011	CUBY ROADHOUSE	Petrol and refreshments for Shire Office	-470.46
Bill Pmt -Cheque	Debit	10/02/2011	Directions	Pay period 22/01/11 to 04/02/11 GOULD, Nicola	-1,551.62
Bill Pmt -Cheque	Debit	10/02/2011	IKES HOME IMPROVEMENT & GLASS CEN CN047	Rear view mirror	-38.50
Bill Pmt -Cheque	Debit	10/02/2011	JP Promotions	Shire Polo shirts - Mens & Ladies	-766.70
Bill Pmt -Cheque	Debit	10/02/2011	LANDGATE		-51.30
Bill Pmt -Cheque	Debit	10/02/2011	MAKIT NARROGIN HARDWARE		-515.90
Bill Pmt -Cheque	Debit	10/02/2011	MCDUGALL WELDMENTS	Repair A/C CN047, CN272 CAT 630	-6,182.44
Bill Pmt -Cheque	Debit	10/02/2011	NARROGIN AUTO ELECTRICS	20m Telephone line cord	-399.50
Bill Pmt -Cheque	Debit	10/02/2011	Narrogin Technology Solutions	Manufacture of 20 Pile bands	-17.95
Bill Pmt -Cheque	Debit	10/02/2011	Spurling Engineering		-3,090.00
Bill Pmt -Cheque	Debit	10/02/2011	TIMCARE Distributors		-601.70
Bill Pmt -Cheque	Debit	10/02/2011	Wake & Beacham Sheds Pty Ltd	Labour (installation of pony club shed)	-2,900.00

11:55 AM
10/03/11

Shire of Cuballing
Cheque Detail
February 2011

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	10/02/2011	WALGA	MF Advertising for January 2011	-312.53
Bill Pmt -Cheque	Debit	11/02/2011	Roger Newman.	Under paid meeting fees 19/08/2010	-140.00
Bill Pmt -Cheque	Debit	14/02/2011	AIR LIQUIDE WA PTY LTD	Street lights Cuballing	-279.36
Bill Pmt -Cheque	Debit	14/02/2011	Synergy		-425.90
Bill Pmt -Cheque	Debit	14/02/2011	WATER CORPORATION		-1,103.60
Bill Pmt -Cheque	Debit	14/02/2011	MCDUGALL WELDMENTS	3/4 Hex nuts	-66.00
Bill Pmt -Cheque	Debit	23/02/2011	Dianne Ferguson.	Donation for Lions Group Womens 100k walk	-200.00
Bill Pmt -Cheque	Debit	24/02/2011	A Ramsay	Dec 2010 to Jan 2011 Fuel for Allan Ramsay	-899.20
Bill Pmt -Cheque	Debit	24/02/2011	COMMANDER AUSTRALIA LTD	Telephone rental service for Dec 2010 & service	-483.33
Bill Pmt -Cheque	Debit	24/02/2011	CORPORATE EXPRESS		-849.74
Bill Pmt -Cheque	Debit	24/02/2011	COURIER AUSTRALIA	Kewdale to Cuballing	-26.14
Bill Pmt -Cheque	Debit	24/02/2011	D Stanton Pest Control	Removal of bees due to storm damage	-120.00
Bill Pmt -Cheque	Debit	24/02/2011	GREAT SOUTHERN FUEL SUPPLIES		-9,228.99
Bill Pmt -Cheque	Debit	24/02/2011	Great Southern Waste Disposal	Management of Shire tip 1st Jan to 1st Feb 2011	-2,858.21
Bill Pmt -Cheque	Debit	24/02/2011	MAKIT NARROGIN HARDWARE	Purchase of poets and equipment for tools	-1,195.80
Bill Pmt -Cheque	Debit	24/02/2011	MOBILE MASTERS	Antenna VHF Mid band taper whip QTY 6\$22.50	-148.50
Bill Pmt -Cheque	Debit	24/02/2011	SNAP PRINTING	Maps A1 QTY 6, printed in colour 1 side onto he	-420.00
Bill Pmt -Cheque	Debit	24/02/2011	TELSTRA	Telstra service & rental services 01.01 to 01.02	-682.47
Bill Pmt -Cheque	Debit	24/02/2011	W & J Haslam	3 hrs clearing langes rd, 3 hrs of cleaning William	-480.00
Bill Pmt -Cheque	Debit	24/02/2011	Directions	Nicole Gould wages 67188 05/02/2011 to 10/02/2011	-1,551.52
Bill Pmt -Cheque	Debit	24/02/2011	Hotham Plains Farming	9 hrs labour @30/hr, 3hrs loader hire @120/hr	-693.00
Cheque	eft	18/02/2011	Watch 24 Pty Ltd	monthly fee	-43.29
Bill Pmt -Cheque	14016	03/02/2011	CASH.	Coles card - Feb 11	-590.00
Bill Pmt -Cheque	14017	04/02/2011	INGAL CIVIL PRODUCTS	Bridge Materials	-2,183.50
Bill Pmt -Cheque	14018	04/02/2011	LANDVISION	Modifications to Planning Strategy	-605.00
Bill Pmt -Cheque	14019	04/02/2011	Narrogin Smash Repairs	Repairs to CNO	-1,002.73
Bill Pmt -Cheque	14020	11/02/2011	Libby Newman	Donation 100km Walk for Lions Group	-200.00
Bill Pmt -Cheque	14021	14/02/2011	NARROGIN PACKAGING	Supplies for REC centre	-289.86
Bill Pmt -Cheque	14024	14/02/2011	POPANYINNING GENERAL STORE	Storm damage food supplies for workers	-19.00
Bill Pmt -Cheque	14025	14/02/2011	SHIRE OF WICKEPIN	EHO/Building officer to LGMA seminar	-30.00
Bill Pmt -Cheque	14026	14/02/2011	Auslec	Shoe safety lace up SZ -9 QTY1, Boot safety elas	-154.94
Bill Pmt -Cheque	14027	14/02/2011	NEAT 'N' TRIM UNIFORMS PTY LTD		-199.00

11:55 AM
10/03/11

**Shire of Cuballing
Cheque Detail**

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	14028	24/02/2011	AUSTRALIA POST	PO Box 13 renewal	-20.00
Bill Pmt -Cheque	14029	24/02/2011	AUSTRALIA POST	Lila Cuballing post office, charges for Papers an	-125.25
Bill Pmt -Cheque	14030	24/02/2011	Linton Park Farms	5 hrs road clearing	-385.00
Bill Pmt -Cheque	14031	24/02/2011	Narrogin Re-ravision	240LTR bar refrigerator	-588.00
Bill Pmt -Cheque	14032	25/02/2011	BUILDERS REGISTRATION BOARD OF WA	Levy Payment Reconciliation February 2011	-35.00
Bill Pmt -Cheque	14033	25/02/2011	Building & Construction Industry Training	BCITF Levy Payment Reconciliation February 20	-722.80
Bill Pmt -Cheque	14034	28/02/2011	WALGSP	Payroll contributions payments from 01/10 to 31/	-19,079.07
Debit		11/02/2011	Dryandra Regional Equestrian	Trust	10,000.00
				Municipal	-26,149.15
				Direct	-47,893.66
				Credit card	2,734.77
				Trust	10,000.00

9.1.2 STATEMENT OF FINANCIAL POSITION

Submission to:	Ordinary Meeting of Council
Location/Address:	Not applicable
Reporting Officer:	Clare Thomson, Accountant
Enabling Legislation:	Local Government (Financial Management) Regulations 1996
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	CMR 7
Voting Requirements:	Simple majority

Background

Local Government (Financial Management) Regulations 1996, section 34, provides for monthly financial reporting requirements for local government.

Comment

A Statement of Financial Activity has been prepared for period ending 28 February 2011 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

COUNCIL DECISION

That the Statement of Financial Position, as circulated, for the Shire of Cuballing for period ending 28 February 2011, be received.

Moved: Cr Newman

Seconded: Cr Haslam

0/7

9.1.3 DEPARTMENT OF LOCAL GOVERNMENT – COMPLIANCE AUDIT RETURN 2010

Submission to:	Ordinary Meeting of Council
Location/Address:	Shire Administration Office
Reporting Officer:	Eva Haydon, Chief Executive Officer Clare Thomson, Accountant
Enabling Legislation:	Local Government Act 1995
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	Finance 23
Voting Requirements:	Absolute majority

Background

Each year, Council is required to complete and submit a Local Government Compliance Audit Return for period 1 January to 31 December. Completing the Return is a statutory requirement under the provisions of the Local Government Act 1995, and associated Regulations.

Comment

The Compliance Audit Return for the Shire of Cuballing for period 1 January 2010 to 31 December 2010 has been completed and a copy circulated to Councillors with the Council Meeting Agenda. Whilst undertaking the audit process there have been no instances that have come to staff notice of where Council has failed to comply with the relevant legislation and required processes during the reporting period. The Compliance Audit Return is to be submitted to the Department of Local Government by 31 March in each year.

It is a requirement for the Compliance Audit Return to be:

- a) Presented to the Council at a meeting of the Council;
- b) Adopted by the Council; and
- c) Recorded in the minutes of the meeting at which it is adopted.

COUNCIL DECISION

The Local Government Compliance Audit Return for the Shire of Cuballing for reporting period 1 January 2010 to 31 December 2010, as prepared and circulated, be adopted and forwarded to the Department of Local Government.

Moved Cr Hawksley

Seconded: Cr Haslam

7/0

Carried by Absolute Majority

9.2. Standpipe Controllers

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act
Council Policy:	Nil
Budget Implications:	Dependant on decision
File Reference:	Community Development 3
Attachment:	Quotation Waterman Irrigation
Voting Requirements:	Absolute Majority

Background

Reports have been made to staff regarding persons and businesses accessing Shire standpipes to fill tanks. In some cases the persons removing water have paid, however there are no doubt many more cases where payment is not made.

Comment

Waterman Irrigation has installed seven standpipe controllers in the Shire of Katanning. They have had no vandalism of the controllers over the past three and a half years.

Costs to install are as attached, with the total package in the vicinity of \$10,000, which includes a box of 100 swipe cards. The removal of the wireless internet option would reduce the costs by \$1,395 per standpipe.

The other alternative would be to operate a master key system for the standpipes. Master keys cannot be cut without an order from the Shire that has the master key system, so unauthorised copying of keys would not be a problem. The fire vehicles would each have one and if necessary, fire brigade members could also be issued with a standpipe key. This would be a much cheaper option, and even if padlocks were cut, they would be relatively cheap to replace.

OFFICER RECOMMENDATION:

For Council consideration

COUNCIL DECISION:

That;

- 1. A swipe card system be installed at Cuballing and Popanyinning Standpipes and;**
- 2. Locks be fitted to all other standpipes within the Shire**

Moved: Cr Conley Seconded: Cr Meharry

Carried by Absolute Majority

9.2.1 Structural Reform Community Engagement

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act
Council Policy:	Nil
Budget Implications:	Dependent on decision
File Reference:	
Attachment:	Nil
Voting Requirements:	Dependent on decision

Background

The Regional Transition Group (RTG) Board recently met with the consultants (KPMG) engaged to prepare the required plans for the RTG.

A Community Engagement Plan will be developed by KPMG and will operate alongside the Regional Business Plan to communicate to the community about the RTG process and to also gain community perspectives and thoughts on future aspirations.

Comment

Council needs to decide whether they wish to engage a consultant to undertake community engagement during this stage of the structural reform process, and perhaps the next stage, depending on the outcome of the Regional Business Plan and decisions of the RTG Board. Alternatively the process can be undertaken by Councillors, Staff, leading Community members, or any combination of the three groups.

There is a limited budget available within the funds received by the RTG, however it is expected that these funds will be fully utilised to cover project officer costs and additional temporary staff to assist the CEO's during the next few months.

Councillor Hawksley left the room at 3:50pm and re-entered at 3.55pm

OFFICER RECOMMENDATION:

For Council consideration.

COUNCIL DECISION

That;

A decision on Community Consultation will be made when the Regional Business plan is completed.

Moved: Cr. Haslam

Seconded: Cr Hawksley

7/0

9.2.2 Karinya Hostel

Location/Address:	Town of Narrogin
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act 1995
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	
Attachment:	Correspondence from Karinya
Voting Requirements:	Simple Majority

Background

Correspondence has been received from the Chief Executive Officer of Narrogin Cottage homes regarding the possibility of increasing the number of beds at Karinya with the aid of the Regional Development Fund for Regional Infrastructure projects.

Comment

The project is one that will benefit residents of a greater area than just that of Narrogin itself and is certainly worthy of support.

OFFICER RECOMMENDATION:

That the Shire of Cuballing provide a letter of support to Narrogin Cottage Homes to assist an application for funding.

OFFICER RECOMMENDATION:

That:

- 1. The Shire of Cuballing provide a letter of support to Narrogin Cottage homes to assist an application for funding**
- 2. Invite Julie Christiansen to speak to Council at the April meeting**

Moved: Cr. McDougall

Seconded: Cr Newman

7/0

9.2.3 European Wasp Program

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	
Council Policy:	Nil
Budget Implications:	Unknown
File Reference:	
Voting Requirements:	Simple Majority

Background

The WA Local Government Association (WALGA) recently provided an infopage on the decision to significantly reduce the management of the European Wasp program by the Department of Agriculture and Food WA (DAFWA).

This program has been coordinated and funded by the DAFWA for many years, and has, to date been successful in preventing the establishment of European Wasps in Western Australia.

These declared pests are transported unknowingly into the state in freight and consequently will initially tend to establish around freight entry points, however, they could ultimately establish anywhere between Kalbarri and Esperance, as this area provides the suitable climatic conditions. Advice has been received that unless nest removal is continued and not interrupted, wasps may become established in WA as early as June 2011.

The impacts on Local Government and their communities include:

Local Governments required to manage any nests found or reported in their municipality;

Cost burden likely to fall on Local Government in contracting pest management across loc

Comment

This invasive species can sting several times in an attack with some victims requiring medical attention. They are also an environmental pest as they attack bees and bee hives, native insects and butterfly populations. They are also a danger to animals and humans as they are drawn to water.

The withdrawal of this program is another example of cost shifting to local government. These insects build their nests underground and it can take some time to find the entrance in order to eradicate the wasps.

COUNCIL DECISION:

That correspondence be forwarded to relevant politicians and WALGA , expressing Council's concerns about the withdrawal of resources from the European Wasp program post June 30 2011.

Moved: Cr Conley

Seconded: Cr McDougall

COUNCIL DECISION:

That;

- 1. The meeting adjourn to discuss the CEO contract of employment.**

Moved: Cr Hawksley

Seconded: Cr Haslam

Meeting adjourned at 4:10pm. CEO departed room at 4:10pm

9.2.4 Contract of Employment Chief Executive Officer

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	Staff
Voting Requirements:	Simple Majority

Background

Clause 3.3 of the CEO's employment contract provides for an initial probation period of six months and requires that Council will review the CEO's performance before the end of that period.

As the six month term expires on 17 April (which is prior to the next council meeting) Council may deal with the issue now, delegate the matter to some of the Council or hold a special council meeting

Comment

The CEO declares an interest in this matter and will leave the room prior to commencement of discussions.

OFFICER RECOMMENDATION:

For Council consideration.

COUNCIL ACTION

That:

That the CEO be advised she has successfully completed her probation period.

Moved: Cr Haslam

Seconded: Cr Newman

7/0

The CEO re-entered at 4:15pm.

12. Next Meeting to be held Thursday April 21 2011

13. There being no further business, meeting closed at 4:20pm