

SHIRE OF CUBALLING

COUNCIL MEETING WEDNESDAY 16 NOVEMBER 2011

MINUTES

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1. **OPENING - ANNOUNCEMENT OF VISITORS**

Meeting opened 3:12pm

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

Cr Tom Wittwer	President
Cr Roger Newman	Deputy President
Cr Joy Meharry	
Cr Chad Hawksley	
Cr Tim Haslam	
Cr Carol McDougall	
Mrs Eva Haydon	Chief Executive Officer

Leave of Absence Cr Mark Conley

3. **PUBLIC QUESTION TIME**

4. **STANDING ORDERS**

OFFICERS RECOMMENDATION

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

Moved: Cr Meharry

Seconded: Cr Newman

Carried 6/0

5. **APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil

6. **MINUTES**

6.1 CONFIRMATION OF 15SEPTEMBER 2011 ORDINARY MEETING OF COUNCIL

OFFICERS RECOMMENDATION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 20 October 2011 be confirmed.

Moved: Cr Meharry

Seconded: Cr Newman

Carried 6/0

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 – SEPTEMBER 2011

Submission to:	Ordinary Meeting of Council
Location/Address:	Not applicable
Reporting Officer:	Nichole Gould, 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.

OFFICER RECOMMENDATION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling:	\$119,945.33
Vouchers 14132 – 14144	\$2,487.28
Electronic Fund Transfers	\$116,085.72
Credit Card	\$1,372.33

Approve for payment the list of Creditors paid from the Trust Fund, as detailed below, totalling	\$7,254.80
Vouchers 2117-2119	\$4,225.90
Electronic Fund Transfers	\$3,028.90

Moved: Cr Hawksley

Seconded: Cr Newman

Carried 6/0

9.1.2 STATEMENT OF FINANCIAL ACTIVITY

Submission to:	Ordinary Meeting of Council
Location/Address:	Not applicable
Reporting Officer:	Eva Haydon, CEO
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 31 October 2011 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

OFFICERS RECOMMENDATION:

That the Statement of Financial Activity, as circulated, for the Shire of Cuballing for period ending 31 October 2011, be received.

Moved: Cr Haslam

Seconded: Cr McDougall

Carried 6/0

9.2.1 POLICY ON ALCOHOL CONSUMPTION

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act 1995 (as amended)
Council Policy:	Nil
Budget Implications:	
File Reference:	
Voting Requirements:	Simple Majority

Background

A policy on alcohol consumption at functions and meetings is required in order to prevent claims made by Councillor or Staff member in the event that they either lose their license, have an accident or injure themselves whilst over the legal blood alcohol limit.

Once the policy is received by a Councillor or Staff member, they agree to the terms of the policy and are responsible for arranging alternative means of transport rather than driving themselves home should they choose to drink enough to cause their blood alcohol reading to be over the legal limit.

Comment

OFFICER RECOMMENDATION:

That Policy

1.24 Policy on Alcohol Consumption

Objective

To ensure safety of Councillors and Staff

Council and Staff Functions

When arranging Council and Staff functions and meetings the organiser of the function/meeting will ensure that sufficient non alcoholic beverages are available for those attending who do not wish to partake of alcoholic beverages.

Councillors and Staff who choose to partake of alcoholic beverages when attending Council organised functions/meetings agree, upon receipt of this policy, that they are responsible for ensuring that they have made prior arrangements for their safe return home at the end of the function/meeting, should they be considered to be over the legal blood alcohol limit when they leave the function/meeting, which would render them legally unfit to drive a motor vehicle.

Moved: Cr Hawksley

Seconded: Cr McDougall

Carried 6/0

9.2.2 COUNTRY LOCAL GOVERNMENT FUND PROJECTS

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: **Guidelines Country Local Government Fund**
Council Policy: Nil
Budget Implications: Budget provision has been made for Recreation Facilities Improvements
File Reference:
Voting Requirements: Absolute Majority

Background

The attached projects/items have been proposed by Cuballing and Popanyinning Progress Associations or raised by other community groups.

Comment

Guidelines for this year's Country Local Government Funding are attached for Council's information.

OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

This Item was deferred to the December Meeting.

Item	Priority
Cuballing Rec Centre	
Tile Toilets	
New Stove	
Reverse Cycle AC	
PVC Picket fence around oval with four gates	
Remove old fence – landscape around perimeter of rec ground	
Screen doors	
New Window treatments	
New Bins at Rec Ground	
Additional trestles/chairs	
Roof over barbecue area	
Level side and put cover over for stage area???	
Replace Steps leading onto oval	
Sensor Light at back door	
Storage Shed	
Mens Shed	
Door on adjacent shed	
Window and door from existing shed	
Move toilet to adjacent shed	
Whirly Birds in roof	
Fence Men's Shed area to separate from depot	
Cuballing Hall	
?Fans/Heaters	
Window treatments	
Chair Trolley	
OTHER	
Footpath Alton Street	
Replace trees Alton Street	
Pipe Drain Alton street reserve between railway line and road	
?Footpaths anywhere else	
Cemetery Cuballing	
Solar Lighting	
Solar street lights ? (around \$1100 each installed)	
Popanyinning Hall	
Painting of Hall	
Replacement of Sliding door with one more in keeping with age of building	
Disabled ramp/step in foyer	

Fencing along highway	
Reticulation & timer to garden along kitchen north wall	
Popanyinning Oval/Tennis Courts	
Toilets	
Lighting (utilising old poles)	
Popanyinning Railway Precinct	
Windows & Grilles (RLCIP)	
Develop inside of building	
Ramp/Railing	
Seating and landscaping raised paved area	
Water Tank	
Placement of War Memorial	
Installation of Fencing	
Pathways	
Sealing of area around Standpipe	
Solar Lighting & Bins	
Popanyinning Cemetery	
Upgrade Niche Wall	
Fencing	
Relocate Water Tank	
Placement of memorial granite boulder	
Construction of Gazebo & Seating	
Parking Area	
General	
Street Numbering in both towns	

9.2.3 LOCAL GOVERNMENT AMENDMENT BILL 2011

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: Simple Majority

Background

The Local Government Department proposed an amendment bill in December 2010 and invited comment from the WA Local Government Association. Comment was duly provided and is attached with four proposals being opposed.

Comment

The bill is due to be considered by Parliament on the evening of 9 November 2011.

OFFICER RECOMMENDATION:

That the information be received

Moved: Cr McDougall

Seconded: Cr Haslam

Carried 6/0

9.3 WORKS MANAGER'S REPORT

9.3.1 POPANYINNING REFUSE SITE

Location/Address:	Daylesford Road Popanyinning
Reporting Officer:	Bob Walker – Works Manager
Enabling Legislation:	Health Act 1911 S120
Council Policy:	Nil
Budget Implications:	Positive effect
File Reference:	Refuse Sites
Voting Requirements:	Simple Majority

Background

For many years the Waste Disposal Site at Popanyinning has been left to the users own resources in where and when they are able to dispose of waste. It is not uncommon to visit the site to find waste strewn from the tip face to the entrance way. A lot of this behaviour is likely the fact that many users are unable to reverse a trailer correctly, taking the easy way out and just dumping their waste wherever they can get to easily. The outcome of the above is that far greater expenditure is incurred in the weekly cycle of clearing and pushing of the waste and recyclable materials.

It is envisaged that the site could be managed more effectively by restricting the number of days that the facility is available for public waste disposal use.

Comment

Due to the relatively small number of households that would be affected by any restricted days of operation of the Popanyinning Waste Landfill Site it is considered that restricted opening days would not have a significant impact of the residents of the district as a whole. Its closure would also potentially generate improved performance and increased savings for Council as a result of any reductions in waste received from outside the shire.

Should Kerbside waste pickup be implemented in the future, it would be expected that the restricted times of operation would have a very minimal impact on the residents of Popanyinning and surrounds.

In the event that Council agrees to the restricted closure, it would be intended to close Daylesford Rd between Bunmulling Road and Popanyinning East Road. The days of access should be the same as those at the Cuballing Waste Site facility being Saturday, Sunday and half a day on Monday.

By restricting the opening hours, there is the potential for increased illegal dumping, which is an environmental problem and can cause pollution or contamination to the surrounding area, however it is believed that residents will have enough pride in their community and this potential problem will have minimal impact.

OFFICER RECOMMENDATION:

That:

1 The Popanyinning Refuse Site be restricted to the following operating times each week:

Saturday 11am – 5pm

Sunday 10am – 5pm

Monday 8am – 1pm; and

2. Restrictions to traffic to waste site be implemented through the closure of Daylesford Rd by suitable gates near Popanyinning East Rd and Bunmulling Rd.

Moved: Cr Newman

Seconded: Cr Hawksley

Carried 6/0



WORKS MANAGERS REPORT Up to 10th November 2011

SUMMER GRADING

Summer maintenance grading has commenced and is ongoing, There are some cases of the grading going back to winter maintenance style. We have already removed the roller from the grader and it is very difficult to determine how each road should be undertaken as the weather is the overriding factor.

STORM DAMAGE

Storm Damage cleanup is ongoing. Bims Contracting have just completed Parsons Rd and are now moving to Webb Rd and then to Yornaning West Rd. All bitumen roads have been completed. I have enquired of the extent of the WANDRRA funding from MRWA. The advice given to me is that funding is available until June of 2013. There is no indication that funding for the cleanup will be reduced or cut at this point in time. I have provided MRWA with a further estimate of future costs to complete the work.

CONSTRUCTION WORK

Works on the Wandering Narrogin Rd have commenced. Pipes and Box Culverts have been delivered to site. These will be installed the week of the 14th should the weather stay fine. Works to cleanup and widen the shoulders have begun. These works have currently been delayed somewhat. We get a few days available to work on the site, it rains, we have no choice but to leave it for a week or so nearly every time that we have a rain event.

POPANYINNING WEST ROAD

Works will commence mid January of 2012. A survey for realignment will be undertaken at the same time. We are awaiting confirmation of assured funding prior to proceeding with the clearing of a few larger trees.

CULVERT INSTALLATIONS.

The culverts for Springhill Rd have not yet been installed owing to the weather. Rob Dew has been contracted to have them installed. This should happen before the months end.

STANDPIPE CONTROLLERS

Both Standpipe controllers are operating satisfactorily.

DAM STORAGE

All works in relation to the pumping of water have been completed. Fencing contractors have been engaged to complete the fencing at the reticulation dam. They have commenced though have currently left the site owing to the weather.

REFUSE SITES

Fill materials have been carted to allow for the covering of both the Cuballing and Popanyinning refuse sites. Both sites are pushed and covered on a regular basis.

There is an agenda item for council to consider at its meeting regarding the part time closure of the Popanyinning Refuse Site.

BRIDGE MAINTENANCE

An application has been submitted to the Grants Commission for the Shire of Cuballing 5 year Bridge Maintenance funding. This funding is subject to a successful audit of this current year bridge program being performed.

Nothing has been received re the application for funding at this time

PLANT AND EQUIPMENT

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

The minor problems with the air on the run system of the multi roller are continuing. We have decided to do away with air on the run and have since placed valves in each wheel.

A replacement deck for the ride on mower has been sourced and has been installed on the mower.

STAFF

All staff members generally appear to be working well with each other and enjoying their varied tasks. Tim Bradford has returned to work on limited duties, It is

intended that Tim will undertake minor tasks within the gardening area and traffic control tasks when required. It may take several months before Tim is fully fit to resume normal duties.

PRIVATE WORKS

Only works such as sand and gravel deliveries has been undertaken in the last month.

EQUESTRIAN CENTRE

Estimates for the retaining wall at the Undercover Arena have been requested. We have had one submitted at this time. It is expected that the other two estimates will be received within the next week. Our resources for works at the Equestrian Park will be limited during our peak construction time. Any requests for assistance in relation to works or cartage of materials would be difficult to manage without severely affecting our other works.

ROADSIDE SPRAYING

Design of a more suitable roadside spraying setup is continuing. The system should allow for a spray width of up to five metres when required. It is intended to utilise the three tonne truck next year for our roadside spraying tasks. It has the capacity to carry a substantial amount of water/chemical mix which will eliminate the additional travel times involved in refilling.

GRAIN FREIGHT ROUTE

The concrete works for the culvert on Cuballing East Rd near Wardering Road has been completed. The balance of works involves the overlay of the culvert with gravel and a new guard rails. Bituminous surfacing can be undertaken when the curve is realigned.

A meeting was held with MRWA on the 1st November. The CEO and I attended. At the meeting it was decided that a formal request asking MRWA to undertake testing of sections of the proposed Grain Freight Route being the Cuballing East Road being sent to Main Roads. A request was sent to Joanne Jurica on the 1st November. A subsequent reply was received and I have copied it below in its entirety.

=====
Bob

1.

As requested attached is a "Claim Form" to be used.

It's good to hear that you expect that the final costs of the culvert extension work will be under the estimated cost of \$100 000.....Need some good news for a change.....

2.

During yesterday's meeting MRWA agreed to carrying out pavement strength testing/pavement design on Cuballing East Road.

I did propose that "Regional Road Group Funds – MRWA Support" be used to carry out this. However prior to proceeding this proposal needs to be cleared by the Regional Road Tech Group.

Yesterday it was explained (As explained to ALL Shires affected by rail closures) that it is HIGHLY UNLIKELY that additional funding will be made available to carry out significant pavement strengthening works.

Therefore please do the best you can with the BUDGET you have.

I strongly suggest that you stick to the scope that was originally agreed to.

It is likely that results from pavement testing will be used as part of a Business Case for pavement strengthening work funding – ALL GRAIN FREIGHT ROADS perhaps.To be used by WALGA or MRWA or DOT. (i.e. A Separate Program to the current Grain Freight Program)

3.

MRWA does not have the resources to prepare tender documents for you/ jointly with you; however I can point you in the right direction in relation to where documentation is available on the internet.

Regards

JJ

From: Bob Walker [mailto:depot@haveitnow.com.au]

Sent: Tuesday, 1 November 2011 11:40 AM

To: JURICA Joanne (NM)

Cc: Shire of Cuballing

Subject: Materials Testing

Good Morning Joanne,

The Shire of Cuballing is keen on having a better understanding of the pavement strength of the proposed Grain Freight Route being the Cuballing East Road.

Is it possible for Main Roads to fund and or undertake or arrange or alternatively to have undertaken suitable strength testing of the existing pavement on the Cuballing East Road. Council is gravely concerned that the existing pavement would not withstand any proposed increase in heavy vehicle loadings. Any results obtained could then assist in determining MRWA's proposed scope of works for this road to enable it to safely carry the the proposed loadings.

With a suitable scope of work developed, Council and MRWA could then jointly develop appropriate tender documents with the Shire of Cuballing calling the

tender as early as possible to allow works to be undertaken and completed next financial year.

Thanks and Many Regards
Bob Walker
Works Manager

My memory of previous discussions with MRWA (Joanne) differ somewhat to the reply in the email in relation to what MRWA would do to assist us in the compilation of a tender to undertake these Grain Freight Road works .

Council may remember having some discussion with Joanne and Henryk when they attended at a council meeting, and the offer at that time to assist with a scope and the tender documents.

Whilst at MRWA we also were able to have a look at a preliminary drawing of the Cuballing East Rd intersection with the Great Southern Highway, Hopefully by the date of the next Council Meeting we may have a copy for councillors to peruse.

FOOTPATH WORKS

The trees and Shrubs along Alton St adjacent to the footpath (Campbell St to the Hotel) have been removed.

We have obtained a competitive a quotation for a concrete footpath to replace the original paving slab pathway. It has been suggested that the new footpath should be layed in coloured asphalt.

Previous experience has shown that this will greatly increase the costs and also will be more susceptible to cracking from the base materials. Asphalt generally requires a regular and continuous traffic flow to perform at its best. It would be appreciated if Council can decide what material they would like to see used for the footpath.

.....

Bob Walker

Works Manager.

11. OTHER URGENT BUSINESS

OFFICER RECOMMENDATION:

That the urgent business item 11.1.1 be considered.

Moved: Cr Hawksley

Seconded: Cr McDougall

Carried 6/0

11.1.1 STAFF INCENTIVES POLICY AMENDMENT

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Nil
Council Policy:	4.21 Staff Incentives
Budget Implications:	Nil
File Reference:	
Voting Requirements:	Absolute Majority

Background

Council Policy provides that all staff employed by the Shire of Cuballing shall be entitled to receive an annual bonus, payable at 31 December in each year. The amount is calculated on years of service.

Comment

It is proposed to increase each staff member's bonus by \$50.00 and that this amount be then deducted used as staff contributions to Council's Christmas function, normally held following the December Council meeting.

One further amendment is proposed, that being the date of payment. The current policy states the bonus is payable at 31 December in each year, however it has commonly been paid in the last pay prior to Christmas each year.

OFFICER RECOMMENDATION:

That the amended Policy 4.21 Staff Incentives (Inside and Outside) be adopted:

All staff employed by the Shire of Cuballing shall be entitled to receive an annual bonus, payable with the last pay prior to Christmas each year, in accordance with the following:

- Staff employed for a minimum period of six (6) months prior to Christmas each year to receive a base amount of \$150 plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not; This is applicable up to a two year period of employment prior to Christmas each year;
- After two (2) years' service, a bonus of \$7.00 per week for 52 weeks (\$364 bonus) plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not;
- After five (5) years' service, a bonus of \$10.00 per week for 52 weeks (\$520 bonus) plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not;
- After ten (10) years' service, a bonus of \$15.00 per week for 52 weeks (\$780 bonus) plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not;
- After fifteen (15) years' service a bonus of \$20.00 per week for 52 weeks (1,040 bonus) plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not;
- Casual and/or part time employees to receive a pro rata payment of the annual entitlement plus the sum of \$50 to contribute to the Council Christmas function, whether they attend or not;

Payment and calculation of the annual staff incentives is subject to satisfactory Staff Appraisal by the Chief Executive Officer and Works' Manager (where applicable)

Moved: Cr Hawksley

Seconded: Cr McDougall

Carried by Absolute Majority 6/0

12. NEXT MEETING

The next Ordinary council meeting will be held Friday 16 December 2011, commencing at 3pm.

13. CLOSURE OF MEETING

There being no further business the meeting closed at 3.55pm