

**SHIRE OF CUBALLING**

**COUNCIL MEETING THURSDAY 21 APRIL 2011**

**MINUTES**

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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  
Cr Mark Conley  
Mrs Eva Haydon (Chief Executive Officer)  
Mrs Julie Christensen (Narrogin Cottage Homes Chief Executive Officer, Spoke to Council regarding support for the Narrogin Cottage Homes).

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 Hawksley**

**Seconded: Cr Meharry**

**7/0**

5. **LEAVE OF ABSENCE:** Nil

6. **MINUTES**

**6.1 CONFIRMATION OF 17 MARCH 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 17 MARCH 2011 be confirmed.**

**Moved: Cr Conley**

**Seconded: Cr Haslam**

**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

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

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<b>Submission to:</b>	Ordinary Meeting of Council
<b>Location/Address:</b>	Not applicable
<b>Reporting Officer:</b>	Nichole Gould, Administration Officer
<b>Enabling Legislation:</b>	Local Government (Financial Management) Regulations 1996
<b>Council Policy:</b>	Register Delegated Authority
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	CMR 7
<b>Voting Requirements:</b>	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 \$145,931.03:

Vouchers 14035 – 14055	\$21,913.67
Electronic Fund Transfers	\$124,017.36
Credit Card	\$252.76

Approve for payment the list of Creditors paid from the Trust Fund, as detailed below, totalling \$0.00

Electronic Fund Transfers	\$0.00
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Moved: Cr Newman

Seconded: Cr McDougall

7/0

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15/04/11

## Shire of Cuballing Cheque Detail

March 2011

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque		16/03/2011	A Ramsay	VOID: 532km@.80c, Feb fuel 2011	0.00
Bill Pmt -Cheque		16/03/2011	Australian Taxation Office -cr	VOID:	0.00
Bill Pmt -Cheque		16/03/2011	Esplanade Hotel	VOID:	0.00
Bill Pmt -Cheque		16/03/2011	WESTNET PTY LTD	VOID: Telecentre access point , Cuballing & Pop	0.00
Bill Pmt -Cheque		03/01/2011	CUTTING EDGES	VOID: Reenter due to over payment	0.00
Bill Pmt -Cheque		03/01/2011	SNAP PRINTING	re-enter due to overpayment	-420.00
Bill Pmt -Cheque		01/03/2011	Techsy's	reenter due to over payment	-286.00
Bill Pmt -Cheque		01/03/2011	NEAT 'N' TRIM UNIFORMS PTY LTD	reenter due to over payment	-254.00
Bill Pmt -Cheque		01/03/2011	CUTTING EDGES	Reenter due to over payment	-670.55
Bill Pmt -Cheque		04/03/2011	Synergy		-425.90
Bill Pmt -Cheque		04/03/2011	TELSTRA		-226.70
Bill Pmt -Cheque		15/03/2011	CORPORATE EXPRESS	1 x binding cover blk, 1x binding cov clear, 1 x s	-65.12
Bill Pmt -Cheque		15/03/2011	EDWARDS MOTORS PTY LTD	OCN service ce o vehicle	-66.35
Bill Pmt -Cheque		15/03/2011	Narrogin Technology Solutions	Microsoft keyboard 600 x 1	-19.95
Bill Pmt -Cheque		15/03/2011	Road Signs Australia	New work lines marked 1500x900 BLK/YLW/CL1	-195.80
Bill Pmt -Cheque		15/03/2011	Spurting Engineering	Supply and fabricate 3 orange Pier Pile Bands	-462.00
Bill Pmt -Cheque		15/03/2011	STAR TRACK EXPRESS	Freight charges	-54.89
Bill Pmt -Cheque		15/03/2011	WESTRAC EQUIPMENT	4x7n-2867, 2x 7x6066, 4x 9x3066, 2x 107-9146, 1x	-643.21
Bill Pmt -Cheque		16/03/2011	Clare Thomson conference	Valet parking payment- claim for Clare	-45.00
Bill Pmt -Cheque		16/03/2011	Fulton Hogan.	Supply & Spray CRS170 Emulsion, spray sheet 9	-24,024.00
Bill Pmt -Cheque		16/03/2011	HANSON CONSTRUCTION MATERIALS		-15,080.74
Bill Pmt -Cheque		16/03/2011	LANDGATE	GRV interim calls country full value \$93.20, minin	-148.20
Bill Pmt -Cheque		16/03/2011	MAKIT NARROGIN HAROWARE	2 x nails, 90x22 decking , 90x35 pine, 10 bags R	-619.10
Bill Pmt -Cheque		16/03/2011	Metaland Narrogin	51791 Oil filter CN387	-22.47
Bill Pmt -Cheque		16/03/2011	Road Signs Australia	BIP ODS ( pairs) QTY 50	-1,072.50
Bill Pmt -Cheque		16/03/2011	TIMCARE Distributors	Boracol 400 RH 20 Lt, elastoseal HD 20 Lt	-2,258.30
Bill Pmt -Cheque		16/03/2011	A Ramsay	532km@.80c, Feb fuel 2011	-425.60
Bill Pmt -Cheque		16/03/2011	Australian Taxation Office -cr		-6,689.00
Bill Pmt -Cheque		16/03/2011	Esplanade Hotel		-1,194.00
Bill Pmt -Cheque		16/03/2011	WESTNET PTY LTD	Telecentre access point , Cuballing & Popanyinr	-900.00
Bill Pmt -Cheque		18/03/2011	Watch 24 Pty Ltd	Security	-43.29

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## Shire of Cuballing Cheque Detail

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	De bit	22/03/2011	Avon Waste	Bulk Bin Service & Rent Feb2011	-508.74
Bill Pmt -Cheque	De bit	22/03/2011	HAINES NORTON (W/A) PTY LTD	Registration for "Management Accounting & Fin	-2,640.00
Bill Pmt -Cheque	De bit	22/03/2011	MCDUGALL WELDMENTS	Cut Sheet-Zinc/Labour	-23.91
Bill Pmt -Cheque	De bit	22/03/2011	N.H.Witthver	Air Filter GX 140/160- water pump	-308.00
Bill Pmt -Cheque	De bit	22/03/2011	NARROGIN AGRICULTURAL REPAIRS		-50.00
Bill Pmt -Cheque	De bit	22/03/2011	Narrogin Smash Repairs		-300.00
Bill Pmt -Cheque	De bit	22/03/2011	PAGE TRUCK HIRE	Dig Grave-Popanyinning	-440.00
Bill Pmt -Cheque	De bit	22/03/2011	PAGE TRUCK HIRE	Loader Hire Clear Storm Damage (Popo Rd East	-825.00
Bill Pmt -Cheque	De bit	22/03/2011	MULGREW AUTOMOTIVE	Husqva ma Lawnmower Licensing Inspection	-94.80
Bill Pmt -Cheque	De bit	24/03/2011	BG Ba mett	Lease of Lot259 Darcy Street Cuballing	-1,000.00
Bill Pmt -Cheque	De bit	24/03/2011	COUNTRY PAINT SUPPLIES	Supply Paint for 2010 Shire Banner	-201.90
Bill Pmt -Cheque	De bit	24/03/2011	CUBALLING TAVERN	Whaetbelt summer Festival, Council meeting ref	-366.00
Bill Pmt -Cheque	De bit	24/03/2011	MCDUGALL WELDMENTS		-19,112.56
Bill Pmt -Cheque	De bit	24/03/2011	NARROGIN AUTO ELECTRICS		-490.74
Bill Pmt -Cheque	De bit	24/03/2011	TEL STRA	Call Charges- Local, STD, Call Mobile	-840.59
Bill Pmt -Cheque	De bit	24/03/2011	WHITFORD FERTILISERS - NARROGIN		-220.00
Bill Pmt -Cheque	De bit	24/03/2011	Australian Taxation Office - cr	FEBRUARY 2011 bas	-8,645.00
Bill Pmt -Cheque	De bit	24/03/2011	Wardy's Pest Management	Treated Popanyinning Fire station- Flies Mosc	-440.00
Bill Pmt -Cheque	De bit	29/03/2011	Shire of West Arthur	Contribution to HCL "Feral Pig reduction" Projec	-5,500.00
Bill Pmt -Cheque	De bit	29/03/2011	WALGA		-720.57
Bill Pmt -Cheque	De bit	30/03/2011	BEAUREPAIRE S		-1,345.90
Bill Pmt -Cheque	De bit	30/03/2011	COMMANDER AUSTRALIA LTD		-136.34
Bill Pmt -Cheque	De bit	30/03/2011	CORPORATE EXPRES S	Office printing and Stationary	-30.38
Bill Pmt -Cheque	De bit	30/03/2011	Directions	Nicole Gould-Trainee	-1,551.62
Bill Pmt -Cheque	De bit	30/03/2011	G. S. Hobbs Contracting	Hire- Plant / labour(roller, multi tyre Roller)	-4,317.50
Bill Pmt -Cheque	De bit	30/03/2011	Liquid Engineering	4L Penetrant	-82.50
Bill Pmt -Cheque	De bit	30/03/2011	MOBILE MASTERS	Uhf Radio and Aerials x12	-5,385.60
Bill Pmt -Cheque	De bit	30/03/2011	Road Signs Australia		-8,069.60
Bill Pmt -Cheque	De bit	30/03/2011	Synergy	VOID: Payment made twice	0.00
Bill Pmt -Cheque	De bit	31/03/2011	CUTTING EDGES	VOID:	0.00
Bill Pmt -Cheque	De bit	31/03/2011	Great Southern Waste Disposal		-2,858.21
Bill Pmt -Cheque	De bit	31/03/2011	Techsys	Parts and Labour-repair Swordfish PCB	-286.00

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15/04/11

### Shire of Cuballing Cheque Detail

March 2011

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	3/10/3/2011	WA POULTRY EQUIPMENT		-96.00
Bill Pmt -Cheque	Debit	3/10/3/2011	WALGA		-301.00
Bill Pmt -Cheque	Debit	3/10/3/2011	WESTRAC EQUIPMENT		-70.71
Bill Pmt -Cheque	Debit	3/10/3/2011	CUTTING EDGES		-445.52
Bill Pmt -Cheque	14035	01/03/2011	Department of Transport	Purchase of Special Series Plates - Lyneham	-150.00
Bill Pmt -Cheque	14037	03/03/2011	Department of Transport	Purchase of 1956CN special series plates	-150.00
Bill Pmt -Cheque	14038	03/03/2011	CASH.	Petty Cash reconciliation March 2011	-250.45
Bill Pmt -Cheque	14039	04/03/2011	HAINES NORTON (WA) PTY LTD	2 Day Financial Reporting Workshop/ Management	-2,640.00
Bill Pmt -Cheque	14042	16/03/2011	Department of Transport	Purchase of Special Series Plates 125CN	-150.00
Bill Pmt -Cheque	14043	17/03/2011	CASH.	Mens Shed Petty Cash Reconciliation	-448.05
Bill Pmt -Cheque	14044	17/03/2011	Synergy	Electricity Acc Mens Shed, Equestrian, Skate Par	-2,563.90
Bill Pmt -Cheque	14045	21/03/2011	Department of Transport	Purchase of special series plates 253CN	-150.00
Bill Pmt -Cheque	14046	22/03/2011	Department of Transport	Registration Husqvarna LawnmowerCN1746	-72.50
Bill Pmt -Cheque	14047	22/03/2011	CUBY ROADHOUSE		-622.10
Bill Pmt -Cheque	14048	24/03/2011	SHIRE OF WICKEPIN	Admin Reimbursement Wheatbelt Summer Festi	-739.66
Bill Pmt -Cheque	14049	24/03/2011	C & N Francis	Cleaning Road After storm Popo East Rd (Betwe	-110.00
Bill Pmt -Cheque	14050	24/03/2011	RJ & C.J McDougall	24Hrs Cleaning Storm Damage Trees Popo Tow	-1,440.00
Bill Pmt -Cheque	14051	24/03/2011	AUSTRALIA POST	Postage and Papers	-42.63
Bill Pmt -Cheque	14052	24/03/2011	Narogin Pumps Sales & Service		-101.38
Bill Pmt -Cheque	14053	24/03/2011	Department of Transport	Registration of New Trucks 2011	-554.20
Bill Pmt -Cheque	14054	31/03/2011	GREAT SOUTHERN FUEL SUPPLIES	Diesel, Grease/degreaser, ULP, ULP-Drum	-10,059.15
Bill Pmt -Cheque	14055	30/03/2011	Department of Transport		-1,669.65
				Direct	-124,017.36
				Municipal	-21,913.67
				Trust	0
				Credit Card	
				TOTAL	-145,981.03

## 9.1.2 STATEMENT OF FINANCIAL ACTIVITY

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

### **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 March 2011 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

### **OFFICERS RECOMMENDATION**

**That the Statement of Financial Position, as circulated, for the Shire of Cuballing for period ending 31 March 2011, be received.**

**Moved: Cr Conley**

**Seconded: Cr Meharry**

**7/0**



#### 9.1.4 TRANSFER OF EXTRA FUNDS FROM PLANT RESERVE

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**Submission to:** Ordinary Meeting of Council  
**Location/Address:** N/A  
**Reporting Officer:** Clare Thomson – Accountant  
**Enabling Legislation:** Local Government Act 1995  
**Council Policy:** Nil  
**Budget Implications:** Extra funds available to cover expenditure  
**File Reference:** CMR 7  
**Voting Requirements:** Absolute Majority

#### **Background**

The 2010/2011 Adopted Budget shows Council purchasing two trucks at a cost of \$165,000 each, however, their actual purchase price was \$184,481.82 each. This has meant council will incur an extra \$38,963.64 in expenditure on the trucks.

#### **Officer's Comment**

In order to accommodate the extra expenditure on the trucks, it is recommended to council to transfer a further \$38,963.64 from the plant reserve to council's municipal account.

#### **CHIEF EXECUTIVE OFFICER'S RECOMMENDATION**

**That \$38,963.64 be transferred from council's plant reserve to the municipal account to fund the increased purchase price of the two trucks.**

**Moved: Cr Meharry**

**Seconded: Cr Haslam**

**7/0**

### 9.1.5 WRITE – OFF OF LAPTOP COMPUTERS

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**Submission to:** Ordinary Meeting of Council  
**Location/Address:** N/A  
**Reporting Officer:** Clare Thomson – Accountant  
**Enabling Legislation:** Local Government Act 1995  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:** Admin 10  
**Voting Requirements:** Simple Majority

#### **Background**

On reviewing council's asset register two laptop computers are required to be written off as they still have written down values and the items are have been disposed of.

#### **Officer's Comment**

That council writes off the two laptops to their written down value of \$789.94.

#### **CHIEF EXECUTIVE OFFICER'S RECOMMENDATION**

**That the two laptops with a written down value of \$789.94 be written off in council's asset register.**

**Moved: Cr Haslam**

**Seconded: Cr Newman**

**7/0**

### 9.2.0. **Cuballing Townscape Committee Minutes**

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**Location/Address:** Cuballing  
**Reporting Officer:** Eva Haydon – Chief Executive Officer

**Enabling Legislation:** Local Government Act S5.22  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:** Community Organisations 4  
**Attachment:** Cuballing Townscape Minutes  
**Voting Requirements:** Simple Majority

#### **Background**

Council has appointed members to the Cuballing Townscape Committee, therefore minutes of each meeting are to be submitted to the next ordinary meeting of Council for receipt.

#### **Comment**

Nil

#### **OFFICER RECOMMENDATION:**

**That the minutes of the Cuballing Townscape minutes be received.**

**Moved: Cr Newman**

**Seconded: Cr Conley**

**7/0**

## 9.2.1 Forward Capital Works Plan

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<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	Unknown
<b>File Reference:</b>	
<b>Attachment:</b>	Forward Capital Works Plan
<b>Voting Requirements:</b>	Simple Majority

### Background

In 2010, Council commissioned Morrison Low to prepare a Forward Capital Works Plan for the Shire.

Community Consultation was carried out, however anecdotal evidence suggests that a large portion of the community did not participate. It is unknown whether this was due to inconvenient meeting times or general community satisfaction with the level of Council provided services and infrastructure.

The Forward Capital Works Plan (FCWP) was accepted (with minor amendments) at the December Council meeting.

### Comment

It is now an opportune time to review this plan to ensure appropriate provision is made within the 2011/2012 budget as Country Local Government Funds cannot be expended on items that are not included in the FCWP.

Council representatives of the Popanyinning Progress Association and Cuballing Townscape Committee will comment on information received from their respective groups.

### **OFFICER RECOMMENDATION:**

**For Council consideration.**

**This Matter will be dealt with at the May Council Meeting.**

**Moved**

**Seconded**

## 9.2.2 **Withdrawal of Infringement Notice**

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

### **Background**

A Form 7 Dog Act Infringement Notice number 1927 was issued to a resident in October 2010. Proper procedures were not followed and as a result, the infringement needs to be withdrawn.

### **Comment**

Nil

### **OFFICER RECOMMENDATION:**

**That Infringement Notice number 1927 be withdrawn.**

**Moved: Cr Meharry**

**Seconded: Cr McDougall**

***ABSOLUTE MAJORITY 7/0***

### 9.2.3 Appointment Of Ranger

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<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995 as amended
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	Nil – Budget contains provision for Ranger Services
<b>File Reference:</b>	Staff
<b>Voting Requirements:</b>	Absolute Majority

#### **Background**

Council has utilised Great Southern Ranger Services on an as needs basis in the past, however in light of the Minister's structural reform agenda, it is proposed that we share the services of the Town of Narrogin ranger.

#### **Comment**

The Local Government Act (S9.10) states:

9.10 (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

9.10 (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

Preliminary discussions have been held with David McKinley regarding the sharing of the Town of Narrogin ranger on an as needs basis, with perhaps a patrol on a monthly basis if required.

#### **OFFICER RECOMMENDATION:**

**That the appointment of Guy Maxwell Maley to the position of Shire of Cuballing Ranger be authorised under the Local Government Act, Dog Act and Litter Act on an as needs basis from 21 April 2011.**

**Moved: Cr Meharry**

**Seconded: Cr McDougall**

***ABSOLUTE MAJORITY 7/0***

#### 9.2.4. Cuballing CWA

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

##### **Background**

Cuballing CWA have written offering to purchase a tank at Cuballing Cemetery. They have requested assistance with installation of the tank.

##### **Comment**

Prior to receiving the CWA letter, I had arranged for the tank at the office to be moved to the cemetery as it was not being used.

I have had discussions with the Helen Grainger, CWA Secretary and suggested they use their funding for a new grave location board at the cemetery. Although not in a position to approve, Helen thought the CWA would be happy with that idea.

##### **OFFICER RECOMMENDATION:**

**That Cuballing CWA be approached regarding a contribution towards the replacement of the grave location board at the cemetery and appropriate budget provision be made to cover the balance of the project.**

**Moved: Cr Newman**

**Seconded: Cr Hawksley**

**7/0**

#### 12. NEXT MEETING

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Next meeting to be held May 19 2011

#### 13. CLOSURE OF MEETING

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There being no further business the Chairman declared the meeting closed at 5.45pm.