

**Shire of Moora
Ordinary Council Meeting
15 September 2010**

NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora
will be held on **Wednesday 15th September 2010**
in the Watheroo Pavilion, Watheroo
commencing at **6.30 pm**

LM O'Reilly
Chief Executive Officer
10th September 2010

The Shire of Moora Vision and Mission Statement

Vision

Our vision is that:

The Moora region will be a place of brilliant opportunity over the next twenty years. Sustainable growth will result in a vibrant, healthy, wealthy and diverse community.

Mission

Our mission is:

To identify and stimulate growth through creative leadership and a willingness to get things done.

SHIRE OF MOORA

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

Chief Executive Officer
Shire of Moora
PO Box 211
MOORA WA 6510

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter Before Council

I, ⁽¹⁾ _____ wish to
declare an interest in the following item to be considered by Council at its meeting to be held on
⁽²⁾ _____.

Agenda Item ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Yours faithfully,

Signed

Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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SHIRE OF MOORA
ORDINARY COUNCIL MEETING AGENDA
15 SEPTEMBER 2010
COMMENCING AT 6.30PM

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* Separate Attachments

Item 11.1.1 Draft Asset Management Policy

Item 11.1.2 Draft 2010-2015 Community Strategic Plan

Item 11.2.1 List of Payments Authorised Under Delegation 1.31

Item 11.2.2 Statement of Financial Activity for the Period Ended 31 August 2010

Item 11.3.1 Realignment Map

Item 11.3.2 Tenders – Supply and Delivery of Road Sealing Aggregate and Supply and Spray of Hot Bitumen

1. DECLARATION OF OPENING & WELCOME OF VISITORS***“Acknowledging of Country”***

I would like to show my respect and acknowledge the traditional owners of this land and acknowledge their contribution to the Shire of Moora as I do for all its people.

2. DISCLAIMER READING

To be read by the Shire President should members of the public be present at the meeting.

No responsibility whatsoever is implied or accepted by the Shire of Moora for any act, omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

3. ATTENDANCE**APOLOGIES****PUBLIC****4. DECLARATIONS OF INTEREST****5. QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH SECTION 5.24 OF THE ACT****6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS AND MEMORIALS****9. ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

10. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETINGS

10.1 ORDINARY COUNCIL MEETING - 18 AUGUST 2010

That the Minutes of the Ordinary Meeting of Council held on 21 August 2010, be confirmed as a true and correct record of the meeting.

11. REPORTS OF OFFICERS

11.1 ADMINISTRATION

11.1.1 ASSET MANAGEMENT POLICY

REPORT DATE: 27 August 2010

OFFICER DISCLOSURE OF INTEREST: Nil

AUTHOR: Leanne Parola, Manager Finance & Corporate Services

ATTACHMENTS: Draft Asset Management Policy

PURPOSE OF REPORT

For Council to consider adopting the attached draft Asset Management Policy.

BACKGROUND

The Shire of Moora does not current have an Asset Management Policy, nor a long term financial plan which considers future financial implications of decisions made regarding the creation, maintenance, renewal, upgrade or disposal assets.

COMMENT

The Shire of Moora has commenced participation in the West Australian Asset Management Implementation Program. This program has been developed specifically for Western Australian local governments to provide a structure for them to assess their asset and financial planning maturity through guidance in the development of asset management policies, strategies and plans, in line with the National Framework for Asset and Financial Management.

A cross functional team has been established from staff within the Shire to progress the implementation of the program, and one of their first tasks has been to develop a draft Asset Management Policy for Council consideration.

The purpose of the policy is to ensure that services delivered by the Shire of Moora are done so in a sustainable manner, and how the Shire's assets will be managed, including the principles to be considered when making decisions.

POLICY REQUIREMENTS

Policy 10.5 – Policy Change and Review requires that new policies be made only by notice of motion or as a specific agenda item.

LEGISLATIVE REQUIREMENTS:

There currently are no legal requirements for local governments to adopt an asset management policy.

STRATEGIC IMPLICATIONS

The draft Asset Management Policy will have a major impact on the strategic decisions made by Council regarding its service provision, and management of assets. It will become one of the most important strategic policies the Shire has.

SUSTAINABILITY IMPLICATIONS

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
The draft Policy will have significant impact on the future sustainability of the Shire of Moora.
- **Social**
The draft Policy will have significant impact on the future services of the Shire of Moora.

FINANCIAL IMPLICATIONS

There are no direct financial implications in adopting the policy, however the policy will directly influence financial decisions in the future.

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATION

That Council adopts the proposed Asset Management Policy as attached.

11.1.2 STRATEGIC PLAN

FILE REFERENCE: PD/STPI
REPORT DATE: 9 September 2010
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Lynnette O'Reilly, Chief Executive Officer
ATTACHMENTS: Draft 2010-2015 Community Strategic Plan

BACKGROUND

Councillors and managers participated in two workshops in April and July 2010 to review the Shire of Moora Strategic Plan.

The draft Strategic Plan is now presented to council for adoption.

COMMENT

The draft Strategic Plan has been kept as simple as possible and builds on to the work completed in the previous plan.

The Vision, mission, key values, customer service charter, and key result areas, are as suggested and confirmed through the workshops.

The five key result areas agreed upon in which council will focus its energies and investment are; assets and infrastructure, community and economic development, physical environment, regional co-operation and governance and management.

The strategic plan is supported by a number of documents outlined in the Strategic Planning, Governance and Implementation Structure which includes a Strategic Priorities Project Plan, 5 year Capital Project Plan and a 5 year Financial Plan.

It is proposed that the Strategic Plan be colour photocopied on quality paper and bound.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Copying costs only.

STRATEGIC IMPLICATIONS

The Strategic Plan is important as it conveys the visions and mission for the Shire of Moora and describes what council is aiming to achieve for the Moora district.

VOTING REQUIREMENTS

Simple Majority

MANEX RECOMMENDATION

That council adopt the draft 2010 – 2015 Community Strategic Plan for the Shire of Moora as presented.

11.2 FINANCIAL DEVELOPMENT

11.2.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31

REPORT DATE: 4 September 2010
OFFICER DISCLOSURE OF INTEREST: Nil
AUTHOR: Leanne Parola, Manager Finance & Corporate Services
ATTACHMENTS: Accounts Paid Under Delegated Authority

PURPOSE OF REPORT

Payments have been made under delegated authority and a listing of these payments is attached for Council to note and endorse.

BACKGROUND

At the December 2005 Ordinary Meeting of Council resolution 276/2005 delegated the authority of payments from Municipal and Trust Funds to the Chief Executive Officer.

COMMENT

Accounts Paid under delegated authority are periodically presented to Council.

POLICY REQUIREMENTS

Delegation 1.31 – Payments from Municipal and Trust Funds.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 - Section 6.10

Local Government (Financial Management) Regulations 1996 – Regulations 12 & 13.

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

SUSTAINABILITY IMPLICATIONS

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Payments are in accordance with the adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATION

That Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31

<i>Municipal Fund</i>	<i>Cheques 59973 to 60018</i>	<i>\$92,117.42</i>
	<i>Credit Card Expenditure</i>	<i>9,109.92</i>
	<i>EFT 4829 to 4955</i>	<i>263,338.02</i>
	<i>Net Pays PPE 18/8/10</i>	<i>79,956.83</i>
	<i>Net Pays PPE 1/9/10</i>	<i>101,816.47</i>
<i>Trust Fund</i>	<i>Cheques 4610 to 4620</i>	<i><u>994.50</u></i>
<i>Total</i>		<i>\$547,333.16</i>

11.2.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 AUGUST 2010

REPORT DATE: 4 September 2010

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Leanne Parola, Manager Finance & Corporate Services

ATTACHMENTS: Statement of Financial Activity for the Period Ended 31 August 2010

PURPOSE OF REPORT:

To note and receive the Statement of Financial Activity for the period ended 31 August 2010.

BACKGROUND:

Council is provided with monthly financial reports to enable monitoring of revenues and expenditures against the adopted budget.

COMMENT:

A new format for the monthly reports is being trialled to provide more detailed information to Councillors and the community. The report includes a Statement of Financial Activity by Nature or Type and by Program, a copy of the significant accounting policies adopted by Council in the budget and more specific information including graphs, net funding position, cash and investments, major variances, budget amendments, receivables, grants and contributions, cash backed reserves, capital disposals and acquisitions and trust items.

POLICY REQUIREMENTS:

Council has adopted accounting policies which are shown in the attached report.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996, Clause 34

STRATEGIC IMPLICATIONS:

Monitoring of actual revenues and expenditures against the adopted budget assists Council in being informed as to the financial health of the organisation.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Year to date income and expenditure is provided by program to enable comparison to 2010/11 adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATION

That Council notes and receives the Statement of Financial Activity for the period ended 31 August 2010.

11.2.3 BUDGET VARIATIONS

REPORT DATE: 4 September 2010
OFFICER DISCLOSURE OF INTEREST: Nil
AUTHOR: Leanne Parola, Manager Finance & Corporate Services
ATTACHMENTS: Nil

PURPOSE OF REPORT

For Council to consider variations to the budget for unanticipated income and expenditure.

BACKGROUND

A grant has been received to install equipment at the Moora Community Park, the income and expenditure were not included in the budget.

Historically, when unexpected capital expenditure is required for the maintenance of Council buildings, it has been recorded as part of the maintenance expense of a building, however this means that maintenance costs are over reported, and capital expenditure is not recognised.

COMMENT

A grant of \$9,588 has been received to install gym equipment at the Moora Community Park. It is anticipated that the expenditure for the purchase and installation of the equipment will be \$10,500. Savings have been identified in the swimming pool filtration upgrade to offset the cost to Council to accommodate its contribution.

The hot water system of the dwelling at 44 Melbourne Street was damaged and needed to be replaced. As there was no capital budget for renewal of staff housing, the expenditure has been put in the housing maintenance budget. A budget variation is recommended to create a new capital account, to be offset by a reduction in the housing maintenance budget.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS:

Nil

STRATEGIC IMPLICATIONS

The Shire is participating in the Western Australian Asset Management Improvement Program (WAAMI) with the Shires of Victoria Plains and Chittering with the aim to better plan for the management of its assets.

One of the focuses of the program is to understand the gap between asset renewal and funding. By not properly accounting for capital expenditure in the past, the asset register has become incomplete, and an inaccurate assessment of asset renewal cannot be carried out. A number of changes will need to be carried out within the chart of accounts to better capture financial information relating to Council assets.

SUSTAINABILITY IMPLICATIONS

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Payments are in accordance with the adopted budget, however are currently showing as an operating expense, instead of capital.

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATION

That Council approve the following budget variations:

Account	Current Budget	Amended Budget	Increase/ (Decrease)
43701 – Community Facilities Grant	0	(9,588)	(9,588)
33315 – Moora Community Park	0	10,500	10,500
33325 – Upgrade Pool Filtration System	18,500	17,588	(912)
12201 – Staff Housing Maintenance	18,000	13,190	(4,810)
32312 - Staff Housing - Renewal of Fittings	0	4,810	4,810
TOTAL	36,500	36,500	0

11.3 OPERATIONAL DEVELOPMENT

11.3.1 OLD GERALDTON ROAD REALIGNMENT

FILE REFERENCE: S/ROAI
REPORT DATE: 31 August 2010
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: John Greay, Manager of Engineering Services
ATTACHMENTS: Realignment Map

PURPOSE OF REPORT:

Roadwork's on the Old Geraldton Road requires Councils confirmation / recommendation to the Western Australian Planning Commission for the realignment of the road through Mr Fred Hamilton's property for the purpose of road improvements.

BACKGROUND:

Whilst upgrading the Old Geraldton road – between Moora Miling and Berkshire Valley road – we engaged Mr Frank Rodda, licensed surveyor, to carry out centreline verification for us to ensure that the road was on the correct alignment.

COMMENT:

It was through these investigations that it was identified that the left hand bend, approximately two kilometres from the Moora Miling road, had been truncated through the corner of Lot M266 many years ago this resumption and was never formalised. We are therefore obligated to tidy up this oversight so that Mr Hamilton's title deeds are correct

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – S168
Land Administrative Act 1997 – (part 5)

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known significant environmental implications due to the alignment being constructed many years ago which went through previously cleared pastured paddocks.
- **Economic**
There are no known significant economic implications associated with this proposal.

➤ **Social**

Improvement of road safety for road users due to the road now being bituminised.

FINANCIAL IMPLICATIONS:

Survey costs, lodgement fees and settlement fees. (Est. \$5,000)

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATIONS

That Council

- 1. approves and confirms the realignment of the Old Geraldton Road through Lot M266 currently owned by Mr Fred Hamilton; and*
- 2. advise the Western Australian Planning Commission that Council approves of the alignment through the section of Lot M266 as indicated on the plans submitted, with the boundaries of the truncated portion of Lot M266 to be included into the road reserve.*

11.3.2 TENDERS - No. 9/10 SUPPLY AND DELIVERY OF ROAD SEALING AGGREGATE and TENDER No 8/10 SUPPLY AND SPRAY OF BITUMEN PRODUCTS

FILE REFERENCE: L/TER1
REPORT DATE: 6 September 2010
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: 18/8/10 (87/10)
AUTHOR: John Greay, Manager Engineering Services
ATTACHMENTS: Tenders – Supply and Delivery of Road Sealing Aggregate and Supply and Spray of Hot Bitumen

PURPOSE OF REPORT

To evaluate and accept recently received tenders for the supply and delivery of road sealing aggregate and the supply and spray of hot bitumen services for the 2010-11 year.

BACKGROUND

Council has a number of road projects on their Works Programme this year that require road sealing aggregate and bitumen services. Some roads are widening existing narrow sealed roads and others are constructing new ones. Tenders were called, and closed at 12.00pm on Friday 3rd September 2010, refer to tables below.

Road Sealing Aggregate

Tender – four Received

The following tenders were received from the following companies for the supply and delivery of road sealing aggregate to nominated dump sites throughout the Shire as requested by Council.

M& K Kaartage	\$164,458.80 inc GST
Crossley Contracting	\$173,250 inc GST
BGC Transport	\$189,637.80 inc GST
Hanson	\$192,945.50 inc GST

Hot Bitumen – 232,000 Litres Approx

Tenders – Six received

Tenders for the supply and spray of 250,000 litres of bitumen products were received from the following companies and figures are based on spraying over 18,600 litres of hot bitumen per day. Prices range from \$ 1.001- \$1.08 / litre for 98/2.5 bitumen, \$1.023 - \$1.11 for 95/5 bitumen and \$0.81 - \$0.99 for emulsion. The following calculations are a mixture of quantities equal the volume of 250,000 litres.

Boral	\$254,375 inc GST
Boral (alternative)	\$259,875 inc GST
Fulton Hogan	\$257,500 inc GST
Bitumen Surfaces	\$260,675 inc GST
RNR	\$265,000 inc GST
RNR (alternative)	\$275,625 inc GST

COMMENT

This financial year Council requires somewhere in the vicinity of 3900 tonne of road sealing aggregate of various sizes and approximately 250,000 litres of hot bitumen.

In regard to the aggregate carting M&K Kaartage are cheaper but if you apply the Regional Price Preference for locally produced goods and services then Crossley Contracting are the preferred tenderer. All material is to meet Main Roads standards. With the supply and spray of bitumen products, council has used RNR Contracting in years past and are not the cheapest. In this instance however they have offered, built into their tender and at no extra cost to council, the use of a screening precoater plus precoating fluid (up to 2 litres per m³). This service will balance any savings that may be considered elsewhere. RNR also have a greater range of serviceability by having 10 spray trucks that they can utilise.

POLICY IMPLICATIONS

Nil.

LEGISLATIVE REQUIREMENTS

Council is required to call tenders when the value is likely to exceed \$100,000 under regulation S3.57.

STRATEGIC IMPLICATIONS

Council needs to continue to reseal their bitumen roads as well as create new ones. It is of strategic importance that all bitumen roads are preserved and roads of regional significance are maintained and expanded.

SUSTAINABILITY IMPLICATIONS:**➤ Environment**

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known social economic implications associated with this proposal.

FINANCIAL IMPLICATIONS

Built into the Works Programme, there is a road sealing aggregate and bitumen component on those jobs that are to be sealed.

VOTING REQUIREMENTS

Simple Majority Required

MANEX RECOMMENDATIONS***That Council***

- 1. accepts the tender received from Crossley Contracting for tender #09/10 for the supply and delivery of Councils road sealing aggregate for a tendered price of \$173,250 for the 2010-11 year inclusive of GST.***

- 2. accepts the tender received from RNR Contracting for tender #08/10 for the supply and spray of approximately 250,000 litres of hot bitumen for the sum of \$265,000 inclusive of GST for 2010-11 year based on the attached rates.***

11.4 COMMUNITY DEVELOPMENT

Nil

11.5 ENVIRONMENTAL DEVELOPMENT

Nil

11.6 ECONOMIC DEVELOPMENT

Nil

11.7 SPORT AND RECREATION

Nil

12. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13. MOTIONS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

14. NOTICE ON MOTIONS FOR THE NEXT COUNCIL MEETING

15. MATTERS BEHIND CLOSED DOORS

16. CLOSURE OF MEETING