



Ordinary Council Meeting Minutes

Date: 10 December 2014

Please Note: These minutes and the decisions recorded therein have not as yet been confirmed by Council as a true and accurate record of the meeting.

The Shire of Moora Vision and Mission Statement

Vision

Our vision is that:

Shire of Moora - a vibrant, affordable Regional Centre with a growing, caring community.

Mission

Our mission is:

To provide the leadership, services and infrastructure that will meet the needs of the community and surrounds.

SHIRE OF MOORA
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, MOORA
10 DECEMBER 2014

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- 9.1.1 List of Payments Authorised Under Delegation 1.31
- 9.1.2 Statement of Financial Activity for Period Ended 30 November 2014
- 9.1.5 Hiace Bus Brochure
- 9.2.1 Plans

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Shire President declared the meeting open at 5.32pm.

1.2 DISCLAIMER READING

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.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

ATTENDANCE

CE Gardiner	-	Shire President / Presiding Member
TG Humphry	-	Deputy President
CD Hawkins	-	Councillor
DV Clydesdale-Gebert	-	Councillor
R Keamy	-	Councillor
KM Seymour	-	Councillor
MR Holliday	-	Councillor
JW McLagan (from 5.40pm)	-	Councillor

AJ Leeson	-	Chief Executive Officer
DK Trevaskis	-	Deputy Chief Executive Officer
JL Greay	-	Manager Engineering Services
PR Williams	-	Manager Development Services
MM Murray	-	Executive Support Officer (minute taker)

APOLOGIES

MR Pond	-	Councillor
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3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS AND PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Events attended by Council members;

Cr Hawkins

- Local Health Advisory Group meeting
- Childcare Christmas function
- Youth Engagement at 6510 Youth

Cr Seymour

- Main Roads WA Forum in Miling

Cr Holliday

- Aged Friendly Communities 2 day forum in Fremantle with Cr Humphry & the Manager Development Services

Cr Humphry

- Aged Friendly Communities 2 day forum in Fremantle
- St James Residential College meeting

Cr Keamy

- Main Roads WA Forum in Miling

Cr Gardiner

- Avon-Midland Zone meeting in Goomalling
- CMSHS Community meeting
- St Joseph's Primary School Presentation night

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING - 19 NOVEMBER 2014

COUNCIL RESOLUTION

153/14 Moved Cr Humphry, seconded Cr Seymour that the Minutes of the Ordinary Meeting of Council held on 19 November 2014 be confirmed as a true and correct record of the meeting.

CARRIED 7/0

9. REPORTS OF OFFICERS

9.1 GOVERNANCE AND CORPORATE SERVICES

9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31

REPORT DATE: 2 December 2014

OFFICER DISCLOSURE OF INTEREST: Nil

AUTHOR: David Trevaskis, Deputy Chief Executive Officer

SCHEDULE PREPARED BY: Alida Fitzpatrick, Finance Debtors Officer

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

COUNCIL RESOLUTION

At 5.40pm Cr McLagan joined the meeting

154/14 Moved Cr Hawkins, seconded Cr Humphry that Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31

Municipal Fund	Cheques 61919 to 61924	\$22,497.62
	EFT 12752 to 12876	\$255,044.23
	Credit Card 15/10/14 to 16/11/14	\$12,296.23
	Net Pays – PPE 4/11/14	\$84,246.71
	Net Pays – PPE 18/11/14	\$86,487.55
Trust Fund	Cheques 5032 to 5034	\$60.00
Total		<u>\$460,632.34</u>

CARRIED 8/0

9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 NOVEMBER 2014

REPORT DATE: 4 December 2014

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: David Trevaskis, Deputy Chief Executive Officer

ATTACHMENTS: Statement of Financial Activity for the Period Ended 30 November 2014

PURPOSE OF REPORT:

To note and receive the Statement of Financial Activity for the period ended 30 November 2014.

BACKGROUND:

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

COMMENT:

The Statement of Financial Activity for the Period Ended is provided as a separate attachment in Program format.

POLICY REQUIREMENTS:

Nil

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 2014/15 adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION

155/14 Moved Cr Hawkins, seconded Cr Humphry that Council notes and receives the Statement of Financial Activity for the period ended 30 November 2014.

CARRIED 8/0

9.1.3 PROPOSAL TO EXTEND MOORA MEN'S SHED – MOORA RECREATION GROUNDS

FILE REFERENCE: CC/MMS1

REPORT DATE: 4 December 2014

APPLICANT/PROPONENT: Moora Men's Shed (MMS)

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Alan Leeson, Chief Executive Officer

ATTACHMENTS: Nil

PURPOSE OF REPORT:

To finalise considerations in relation to the preferred location of a new Moora Men's Shed.

BACKGROUND:

Council at its November 2014 Council resolved the following;

147/14 Moved Cr Hawkins, seconded Cr Seymour that Council support the request of the Moora Men's Shed to seek funding to construct a purpose built Men's Shed.

CARRIED 8/0

On Wednesday 4 December 2014 Councils Building Services Manager Len deGrussa, Community Development Officer Nicole Beard and the Chief Executive Officer met with delegates of the Moora Men's Shed to further discuss issues in relation to where any extension would be located.

From the outside it was clear that the Men's Shed and Ag Society were favouring an extension off the front of the existing show grounds pavilion. Len deGrussa and the CEO outlined to the delegation that this scenario was problematic as the overall size of the shed would extend well past 500m², thereby triggering onerous fire suppression infrastructure as a requirement.

The Moora Recreation Grounds are situated on Crown Land which is vested with the Shire from the State Government, for the purpose of show grounds, recreation grounds. The actual Sheep Pavilion is situated on Reserve 39442, Lot 391 vested with the Shire of Moora for the purpose of "Exhibition Hall and Recreation".

COMMENT:

After some discussion which went for approximately one hour it was resolved that the best location and strategy would be for a stand alone shed to be built to the north of the existing pavilion between the pavilion and the loading ramp.

The CEO did outline to the delegation that he didn't support an extension of the front of the pavilion not only because of the fire compartment issues but also because of the probable disruption to the flow of activity associated with the Moora Recreation Grounds, in the main traffic. The scenario of going directly to the north fits in better as it does not jut out at all.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 and associated land management orders (circulated)

STRATEGIC IMPLICATIONS:

Outcome 1.4: A strong and supportive community.

Strategy 1.4.1: Partner with the Moora Community Resource Centre to develop a co-located facility.

Strategy 1.4.2: Support appropriate community initiated and owned projects.

Strategy 1.4.3: Promote and support cultural and community events.

Strategy 1.4.4: Work in partnership with community groups to encourage a culture of volunteerism.

Strategy 1.4.5: Support the development of a Men's Shed in Moora.

Strategy 1.4.6: Support arts and culture facilities and services in the community.

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**

Socially Men's Sheds have become a very strong amenity and facility for the retired demographic of men across Australia.

FINANCIAL IMPLICATIONS:

At this juncture the only financial implication for Council will be some "officer" time associated with preparation of the funding application/s. This will be funded via the Community Development Position of Council. There will also be some guidance provided through Council's Development Services Portfolio.

VOTING REQUIREMENTS:

Simple Majority Required

COUNCIL RESOLUTION

156/14 Moved Cr Holliday, seconded Cr Hawkins that Council approves the location of a new Moora Men's Shed being a stand-alone building between the existing Showgrounds Exhibition Pavilion and the loading ramp at the Moora Recreation Grounds (north side of the existing exhibition pavilion).

CARRIED 8/0

9.1.4 PROPOSAL TO CONSTRUCT A NEW BANK PREMISE FOR RABOBANK AUSTRALIA LTD

Cr Gardiner & the Chief Executive Officer declared an impartiality interest in the item as they are both members of the Moora Bowling Club.

FILE REFERENCE: CC/MMS1

REPORT DATE: 4 December 2014

APPLICANT/PROPONENT: Rabobank Australia Ltd

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Alan Leeson, Chief Executive Officer

ATTACHMENTS: Draft Heads of Agreement (circulated under separate cover)

PURPOSE OF REPORT:

To approve in principle the construction of a new business premise for Rabobank (proposed lessee) on the old Bowling Green situated on Lot 123 Gardiner Street, Moora 6510

BACKGROUND:

Rabobank have approached Council with a view to construction of a new business premise for them. They are currently located at 16 Dandaragan Street, Moora in a leased premise.

COMMENT:

Rabobank have identified the new aforementioned site as a preferable location given the potential frontage and parking opportunities for both staff and clients. Rabobank have taken a commercial decision to seek out a more modern and fitting building in line with their commercial mantra and plans to expand in the Moora and Midlands Region.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

STRATEGIC IMPLICATIONS:**Outcome 3.5: Sustainable asset and infrastructure base.**

Strategy 3.5.1: Develop and implement long-term Asset Management Plans for all Council assets.

Strategy 3.5.2: Maintain Shire drainage systems and undertake appropriate flood mitigation measures.

Strategy 3.5.3: Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.

Strategy 3.5.4: Lobby for reliable power supply and telecommunication services.

SUSTAINABILITY IMPLICATIONS:➤ **Environment**

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

➤ **Economic**

This proposal fits into the regional commercial service profile of Moora. One of Councils key objectives is to attract and retain businesses to Moora and Rabobank plan to grow and expand to fit in with this vision.

➤ **Social**

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

FINANCIAL IMPLICATIONS:

Council management have prepared some preliminary business case numbers. The draft Heads of Agreement outlines the broader venture parameters, however the final financial analysis will be prepared over the coming couple of months addressing;

- Lease term;
- Lease m² rate;
- Finalisation of design and quantities for construction;
- Continued liaison with the Moora Bowling Club in terms of siting the proposed building.

VOTING REQUIREMENTS:

Simple Majority Required

COUNCIL RESOLUTION

157/14 Moved Cr McLagan, seconded Cr Clydesdale-Gebert that Council approve in principle entering into a formal lease arrangement with Rabobank Australia Ltd to construct a new business premise to be leased by Rabobank Australia Ltd from the Shire of Moora subject to the following conditions/parameters being met;

- ***Formal business plan to be presented to Council at its February 2015 Council meeting addressing;***
 - ***Lease term***

- ***Lease rate in terms of \$\$ per m²***
- ***Design and quantities to be finalised addressing, building design, building location, parking, landscaping in liaison with Rabobank and Moora Bowling Club***
- ***Financial model and expected return of investment, including debt profile and funding structure associated with proposal.***

CARRIED 8/0

9.1.5 PROPOSAL TO CHANGEOVER AND DOWNSIZE THE MOORA COMMUNITY BUS

FILE REFERENCE: AD/MCB1

REPORT DATE: 4 December 2014

APPLICANT/PROPONENT: Chief Executive Officer Alan Leeson

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Alan Leeson, Chief Executive Officer

ATTACHMENTS: Hiace Bus Brochure

PURPOSE OF REPORT:

To seek Council approval to changeover the existing Toyota Coaster Moora Community Bus and downsize to a Toyota Hiace Bus (14 seater)

BACKGROUND:

The existing community bus is a 2003 Toyota Coaster with 122,000 km's on it.

The hiring history of the bus has been marginal and not often is the bus at full capacity. The changeover to go like for like will result in a changeover of approximately \$115,000.

COMMENT:

Given the current use patterns and the fact that Council does not have sufficient funds to meet the changeover on a like for like basis, Management are of the view that downsizing the bus is both more feasible from a financial sense and also from a practical use sense.

It is difficult to justify expenditure in excess of \$110,000 given the current use of the bus. Notwithstanding that there are numerous similar size buses available throughout Moora for hire in the private market.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

Outcome 5.3: Effective and efficient corporate and administrative services.

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**
The social implications are minimal. The current community bus is not a high use service or asset; however it does provide capacity for community groups to access this type of service infrequently. As already stated throughout the district there are numerous larger buses for hire and on that basis a new strategy is suggested in downsizing, commensurate with the level of Reserve Funds Council has at its disposal.

FINANCIAL IMPLICATIONS:

Council currently has \$53,000 in the Community Bus Reserve. The estimated changeover to a Toyota Hiace 14 seater is \$50,300 plus GST. The smaller bus will also be more economical to operate. The bus could be changed over with no impact on Councils Municipal Fund.

It is proposed to sell the existing Toyota Coaster on an outright basis by way of tender. Funds raised via the outright sale will be transferred into the Community Bus Reserve Fund.

VOTING REQUIREMENTS:

Absolute Majority Required

COUNCIL RESOLUTION

158/14 Moved Cr Hawkins, seconded Cr Humphry that Council amend its 2014/2015 budget to include the changeover of the 2003 Toyota Coaster Bus on the basis of purchasing a smaller 14 seater bus to be funded from the Community Bus Reserve Fund (Current Balance \$53,132) in accordance with the financial parameters outlined to Council in the report presented and considered at the Ordinary Meeting of Council on the 10th December 2014.

CARRIED BY ABSOLUTE MAJORITY 8/0

9.1.6 PROPOSAL TO REPLACE WEST-WING PRINTER AT ADMINISTRATION OFFICE**FILE REFERENCE:****REPORT DATE:** 5 December 2014**APPLICANT/PROPONENT:** Deputy Chief Executive Officer David Trevaskis**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:** Nil**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer**PURPOSE OF REPORT:**

To seek Council approval to replace the existing printer in the West Wing of the administration office. This item was not included in the 2014/15 Budget.

BACKGROUND:

The existing printer is over five years old and is no longer reliable. The technicians who have repaired the printer twice in the past month have recommended replacing the printer with a new model.

COMMENT:

The printer in the West Wing is required so the Shire has the capacity to efficiently complete the day to day administration operations. The out of budget amount will be adjusted for in the 2014/15 budget review.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

STRATEGIC IMPLICATIONS:**Outcome 5.3: Effective and efficient corporate and administrative services.****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:

Cost to purchase a new Ricoh MPC3503 Printer/Copier is \$7,178.

VOTING REQUIREMENTS:

Absolute Majority Required

ADJOURNMENT**COUNCIL RESOLUTION**

159/14 Moved Cr McLagan, seconded Cr Seymour that the meeting be adjourned for 5 minutes from 6.14pm to allow the Chief Executive Officer to gather information pertaining to service costs and operating costs of the existing photo copier.

CARRIED 8/0

At 6.17pm the meeting reconvened with all those being present before the adjournment.

COUNCIL RESOLUTION

160/14 Moved Cr McLagan, seconded Cr Hawkins that Council amend its 2014/2015 budget to include the purchase of a new Ricoh MPC3503 Printer valued at \$7,178 for use in the Administration office.

CARRIED BY ABSOLUTE MAJORITY 8/0

9.2 DEVELOPMENT SERVICES

Nil

9.3 ENGINEERING SERVICES

Nil

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

Nil

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

Nil

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE OF MEETING

There being no further business, the President declared the meeting closed at 6.19pm.

CONFIRMED

PRESIDING MEMBER