

**SHIRE OF MOORA**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS, MOORA**  
**21 AUGUST 2019**

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- \* Separate Attachments
  - 9.1.1 *List of Payments Authorised Under Delegation 1.31*
  - 9.1.2 *Statement of Financial Activity for Period Ended 31 July 2019*
  - 9.2.1 *Tenders received*

## **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

### **1.1 DECLARATION OF OPENING**

*The Shire President declared the meeting open at 5.32pm and commenced the meeting by reading aloud the Shire Vision statement – ‘a vibrant, affordable Regional Centre with a growing, caring community.’*

### **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**

KM Seymour	-	Presiding Member / President
LC House	-	Councillor / Deputy President
TG Humphry	-	Councillor
DV Clydesdale-Gebert	-	Councillor
EI Hamilton	-	Councillor
PJ Bellamy	-	Councillor
TL Lefroy	-	Councillor
JM Thomas	-	Councillor
AJ Leeson	-	Chief Executive Officer
DK Trevaskis	-	Deputy Chief Executive Officer
JL Greay	-	Manager Engineering Services
NM Beard	-	Manager Community Development
MM Murray	-	Executive Support Officer (minute taker)

### **PUBLIC**

Steven Tweedie

### **APPROVED LEAVE OF ABSENCE**

PF Nixon - Councillor

## **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**

The CEO advised written requests for leave of absence had been received from Cr Lyn Hamilton for the meetings of Council to be held during the period 3 - 19 September 2019, and Cr Louise House from 1 – 24 September 2019 as they will both be on holidays.

**COUNCIL RESOLUTION**

***101/19 Moved Cr Bellamy, seconded Cr Lefroy that leave of absence be granted to Cr Lyn Hamilton for the meetings of Council to be held during the period 3 - 19 September 2019 and Cr Louise House for the meetings of Council to be held during the period 1 - 24 September 2019.***

**CARRIED 8/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

The following Council associated engagements were attended;

Cr Seymour, Shire President

- 26/7 WALGA Councillor Training - Conflict Management, Perth
- 5/8 CEO review
- 5/8 Road Safety Council – Imagine Zero forum, Moora
- 6/8 WA Local Government Mayors & Presidents Forum, Perth
- 7-9/8 WA Local Government Convention, Perth
- 7/8 Roundtable discussion with Director General, Department Water & Environmental Regulation, Perth Convention Centre
- 7/8 Steve Mason & Greg McLennan re the Shire Sport & Recreation Plan
- 9/8 Met with HVO, East Perth
- 13/8 Chaired the Local Emergency Management Committee meeting, Moora

Cr House, Deputy Shire President

- 7-9/8 WA Local Government Convention, Perth
- 7/8 Steve Mason & Greg McLennan re the Shire Sport & Recreation Plan
- 15/8 Met with Kojonup Shire Community Development Officer, Zahra Shirazee discussion had re the Cultural Centre of Moora in relation to KODJA place

Cr Clydesdale-Gebert

- 7-9/8 WA Local Government Convention, Perth

Cr Humphry

- 7/8 Economic Australia Breakfast Seminar
- 7-9/8 WA Local Government Convention, Perth
- 15/8 Moora Frail Aged Lodge Committee Meeting

5.34pm CEO out & returned at 5.36pm

Cr Thomas

9/8 WA Local Government Convention, Perth  
 15/8 Moora Frail Aged Lodge Committee Meeting

Cr Hamilton

5/8 CEO review  
 5/8 Road Safety Council – Imagine Zero forum, Moora  
 6/8 Wildflower Country meeting, Three Springs  
 7-9/8 WA Local Government Convention, Perth  
 15/8 Moora Frail Aged Lodge Committee Meeting

Cr Lefroy

5/8 Road Safety Council – Imagine Zero forum, Moora  
 7-9/8 WA Local Government Convention, Perth  
 20/8 Pop Up Community Engagement Masterclass, Perth

Cr Bellamy

29/7 Met with Fred Mogridge and Kevin Barron  
 5/8 Met with Kevin Barron and Madeline Anderson  
 5 & 20/8 Spoke to potential council candidates

**8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 24 JULY 2019****COUNCIL RESOLUTION**

*102/19 Moved Cr Hamilton, seconded Cr Lefroy that the Minutes of the Ordinary Meeting of Council held on 24 July 2019 be confirmed as a true and correct record of the meeting subject to the following amendments*

- *Pg. 13, Council resolution 87/19, substitute the word 'level' with the word 'increase' prior to 'of the annual allowance'; and delete the duplicate word 'role' prior to the word 'broader'.*

**CARRIED 7/1****8.2 SPECIAL COUNCIL MEETING - 29 JULY 2019****COUNCIL RESOLUTION**

*103/19 Moved Cr Bellamy, seconded Cr Lefroy that the Minutes of the Special Meeting of Council held on 29 July 2019 be confirmed as a true and correct record of the meeting.*

**CARRIED 8/0**

## **9. REPORTS OF OFFICERS**

### **9.1 GOVERNANCE AND CORPORATE SERVICES**

#### **9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31**

**REPORT DATE:** 16 August 2019

**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

<b>COUNCIL RESOLUTION</b>
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***104/19 Moved Cr Humphry, seconded Cr Lefroy that Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31***

<b><i>Municipal Fund</i></b>	<b><i>Cheques 62411 to 62413</i></b>	<b><i>\$5,854.00</i></b>
	<b><i>EFT 21714 to 21866</i></b>	<b><i>\$743,006.81</i></b>
	<b><i>Credit Card 04/06/19 to 02/07/19</i></b>	<b><i>\$2,193.84</i></b>
	<b><i>Net Pays – PPE 09/07/19</i></b>	<b><i>\$103,045.18</i></b>
	<b><i>Net Pays – PPE 23/07/19</i></b>	<b><i>\$98,119.89</i></b>
	<b><i>DD12741.1 to DD12776.11</i></b>	<b><i>\$70,993.30</i></b>
<b><i>Trust Fund</i></b>	<b><i>Cheques 5484 to 5488</i></b>	<b><i>\$499.20</i></b>
<b><i>Total</i></b>		<b><u><i>\$1,023,712.22</i></u></b>

**CARRIED 8/0**

### **9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 JULY 2019**

**REPORT DATE:** 15 August 2019

**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 31 July 2019

**PURPOSE OF REPORT:**

To note and receive the Statement of Financial Activity for the period ended 31 July 2019.

**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 2019/20 adopted budget.

**VOTING REQUIREMENTS**

Simple Majority Required

**COUNCIL RESOLUTION**

*105/19 Moved Cr Bellamy, seconded Cr Hamilton that Council notes and receives the Statement of Financial Activity for the period ended 31 July 2019.*

**CARRIED 8/0**

**9.2 ENGINEERING SERVICES**

CEO Alan Leeson declared an impartiality interest in item 9.2.1, as the Manager of BGC Moora is a close friend, and left the meeting at 6.04pm.

**9.2.1 TENDER No. 01/19 - SUPPLY AND SPRAY OF BITUMEN PRODUCTS;  
TENDER No. 02/19 - SUPPLY AND DELIVERY OF ROAD SEALING AGGREGATE;  
TENDER No. 03/19 - SUPPLY OF ROAD STABILISATION SERVICES**

**FILE REFERENCE:** S/TER1

**REPORT DATE:** 14 August 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** John Greay, Manager Engineering Services

**ATTACHMENTS:** Tenders received

**PURPOSE OF REPORT:**

Council calls tenders in accordance with the requirements of the Local Government Act and Regulations for the value of services over \$150,000.

**BACKGROUND**

Each year tenders are called for the supply of road sealing aggregate, supply and spray of bitumen products and road stabilisation services. To assist with the tender process the WALGA Proforma tender document is used to simplify tenderers understanding of council



requirements. Within the document under Appendix D there is a reference to a Regional Price Preference.

To undertake Councils road sealing and road works programme, it is necessary to call tenders for aggregate and bitumen for the current year along with road stabilisation of some rural roads.

### **COMMENT**

Within councils' road programme this year there are several projects that require the engagement of external service providers to assist with councils' programme of works.

This will be on the Miling North, Old Geraldton roads and the Miling Townsite and therefore tenders were called for the following: -

#### **Supply and Spray of Bitumen Products**

To carry out the road-sealing programme this year Council requires approximately 380,000 litres of bitumen supplied and sprayed at various nominated locations throughout the shire.

#### **Road Sealing Aggregate**

Council will require approximately 1750 tonne of road sealing aggregate for their road programme this year.

#### **Supply of Road Stabilisation Services**

Council will require approximately 94,000m<sup>2</sup> of road pavement to be stabilised this year on the Miling North Road and Miling Townsite.

### **POLICY REQUIREMENTS:**

Nil

### **LEGISLATIVE REQUIREMENTS:**

Section 3.57 of the Local Government Act 1995

Regulations 11 (1) & 18 of the Local Government (Functions & General) Regulations 1996

### **STRATEGIC IMPLICATIONS:**

Council needs to continue with the upgrading and maintenance of their road network.

### **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:**

Allowances have been provided within this year's budget and Works Programme.

### **VOTING REQUIREMENTS**

Simple Majority Required

<b>COUNCIL RESOLUTION</b>
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***106/19 Moved Cr Humphry, seconded Cr Thomas that Council accept***

- 1. Tender 01/19 - received from Bitutek for the supply and spray of bitumen products, as per the attached rates, for the 2019-20 year;***
- 2. Tender 02/19 - received from BGC Transport for the supply and delivery of road sealing aggregated to nominated dumpsites as per the attached rates for the 2019-20 year by applying the Regional Price Preference;***
- 3. Tender 03/19 - received from Downer EDI Works for the supply of road surface stabilisation services, as per the attached rates, for the 2019-20 year.***

**CARRIED 8/0**

Alan Leeson rejoined the meeting at 6.05pm.

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

Nil

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

Cr Bellamy requested it be noted that Council minutes need to be out in a timely manner/ come out earlier.

Cr Clydesdale-Gebert requested Council consider an item of urgent business relating to the introduction of a new Policy relating to phoning in to Council meetings.

<b>COUNCIL RESOLUTION</b>
---------------------------

***107/19 Moved Cr House, seconded Cr Thomas Council consider the motion by Cr Clydesdale-Gebert as an item of urgent business titled “attendance at Council meetings by telephone or other means of instantaneous communication”.***

**CARRIED 8/0**

**11.1 ATTENDANCE AT COUNCIL MEETINGS BY TELEPHONE OR OTHER MEANS OF INSTANTANEOUS COMMUNICATION**

<b>COUNCIL RESOLUTION</b>
---------------------------

***108/19 Moved Cr Clydesdale-Gebert, seconded Cr Thomas that the Shire of Moora develop a policy in regard to attendance at Council meetings by telephone or other means of instantaneous communication.***

**CARRIED 7/1**

**12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**13. CLOSURE OF MEETING**

*There being no further business, the President thanked the member of the public for his attendance, and the meeting was declared closed at 6.17pm.*

**CONFIRMED**

**PRESIDING MEMBER**